

Descanso Bay Regional Park Management Plan

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REGIONAL DISTRICT OF NANAIMO

Descanso Bay Regional Park –Management Plan
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Section 1 – Executive Summary

1.1 Purpose of the Management Plan

The Management Plan is an administrative document that guides the management and operation of Descanso Bay Regional Park (DBRP) for the next five years and beyond. It sets out objectives and policies for the management of the natural, cultural and recreational features of the Descanso Bay Regional Park. This Plan sets out the roles and responsibilities for day-to-day operations and includes a capital plan, which defines proposed development actions to be undertaken within the next five years. The Plan also references some of the anticipated future actions that are proposed to be undertaken beyond the five-year period as these issues have been identified as part of the public consultation process or have been recognized as part of the ongoing operations.

The regional park is adjacent to a 45.7 ha Community Park. The management plan will discuss the community park as it relates to the regional park. Recreation and Parks staff has begun working with the Gabriola Parks and Open Space Advisory Committee (POSAC) to establish priorities for the development and management of the community park. Currently members of the POSAC and other volunteers are upgrading trails within the community park that provide a link to the regional park.

The RDN will enter into a five-year contract with a private contractor for park operations for the period from January 1, 2004 to December 31, 2008. As stated above, this Plan will provide the guiding framework for the Park Operator who is responsible for the day-to-day operations and for the RDN, who is responsible for the administrative actions as well as the implementation of those improvements, identified in the capital plan. The RDN will also be directly involved in preparing public information and promotional materials for the park and will respond to public inquiries and obtain feedback on park policies and operations. A review of the objectives and policies of this Plan and an assessment of the success of the operating contract will be considered prior to the end of the five-year term and prior to proceeding with a future five-year operating contract for the period beginning January 2009.

1.2 Management Plan Process

In 2002, the RDN acquired the Regional Park from the Coastal Community Credit Union (CCCU). The land contained the Gabriola Campground that had been operated by the Credit Union since the early 1980s. At the time of purchase, the land was subdivided into three parcels. Two of the parcels, totaling 15.8 ha in size, were purchased using funds from the Regional Park Function and were designated as a Regional Park. The remaining 45.7 ha of land was created as a Community Park and funds to purchase that portion of the property were approved by residents of Electoral Area 'B' in a community parkland acquisition that was held November 24, 2001. For the 2002 season, the CCCU hired a contractor to manage the day-to-day operations. In October 2002, the RDN entered into a contract with a park operator to manage the campground until December 31, 2003.

Development of the Management Plan has been done in consultation with various agencies and organizations including residents of Gabriola Island; the Gabriola Recreation Society (the main provider of recreation services for Electoral Area 'B'); Electoral Area 'B' Parks and Open Space Committee; Ministry of Water, Land and Air Protection (MWALP); Federal Fisheries and Oceans (DFO); Ministry of Forests; Gabriola Island Volunteer Fire Department; Gabriola Island Chamber of Commerce; BC Parks; local tourism and business community; Tourism Nanaimo; Vancouver Island Health Region; Gabriola Local Trust Committee; Electoral Area Director Gail Lund; Islands Trust trustees and staff, and the existing park operator. Recreation and Parks staff was consulted throughout the process.

Two public open houses were held on Gabriola Island. One was held June 2003 to get input into the vision, objectives and issues for the Descanso Bay Regional Park and a second open house was held October 2003 to introduce the draft Management Plan and allow residents to provide feedback as to how initial input was incorporated into the Plan and also to receive feedback from community members with regards to the draft document.

1.3 Plan Summary

The Management Plan is a policy document that guides the day-to-day and longer-term operations and administrative requirements for managing the Descanso Bay Regional Park. The Plan describes the current facilities and various natural and man-made features and facilities found in the Regional Park. Nine objectives are detailed in Section 3 and are organized in the following categories: *Accessibility, Public Safety, Environment, Park Use, Standards, Operations and Administration, Economic Development, and Cooperation.* Detailed policies have been developed for each of these categories and are found in Section 4. Section 5 outlines the operational and administrative requirements for the both the Park Operator and for the RDN and sets out timelines for fulfilling these requirements. The *Appendices* include a capital works plan and budget and detailed operating guidelines for public control and emergency procedures, facility maintenance standards, campground operations, financial and administrative management, and details the permitted ancillary uses. The operational components of the Management Plan will be compiled to develop the operating agreement for the Park Operator.

Section 2 – RDN Regional Parks

2.1 Regional Parks and Trails

The RDN Regional Parks function was established in 1989. Regional parks are lands deemed to be significant for the population of the whole region. As a result, the costs associated with acquiring regional parks and of developing major capital items within regional parks are funded by residents of the eight electoral areas. The operation of regional parks (maintenance costs, etc) is shared by agreement among the four municipalities (City of Nanaimo, City of Parksville, Town of Qualicum Beach, and District of Lantzville) and the electoral areas.

Descanso Bay Regional Park, located in Electoral Area 'B', is one of seven regional parks and one of two regional campgrounds. Other Regional Parks include: Nanaimo River in Electoral Area 'A'; Benson Creek Falls above Brannen Lake in Electoral Area 'D'; Beachcomber in Electoral Area 'E'; Little Qualicum River in Electoral Area 'F'; Englishman River Regional Park and Little Qualicum River Estuary Regional Conservation Area both located in Electoral Area 'G' and Horne Lake Regional Park in Electoral Area 'H' (*see Map No. 2.1).*

In 1994, the "Official Regional Park Plan Designation Bylaw 921, 1994" was adopted. Bylaw No. 921 is a guiding document that recognizes existing and potential parks and open space sites in the region, including Regional Parks. This Bylaw also advocates actions to secure and manage parks and open spaces, and defines various means by which the RDN can secure parkland. The vision and goals of Bylaw No. 921 are outlined in Section 2.2 and 2.3. It is anticipated that Bylaw No. 921 will be reviewed within the next two years to reflect the changes that have occurred within the regional park system since 1994 as discussed below.

Bylaw No. 921 establishes three park service types; regional park, greenbelts, and community parks, in addition to further park land classification. Campgrounds were not identified as being part of the Regional Park Function in Bylaw No. 921; therefore, the proposed Regional Park Plan revision must include this use as part of the regional park function. In addition, other changes have occurred that need to be reflected in a new regional park plan. These changes include, but are not limited to, the extent of regional park acquisitions, the repeal of the provincial ***Parks Regional Act*** and partnerships that have been formed to acquire and manage three Regional Parks.

It is anticipated that the proposed Regional Park Plan revision will be a broad policy document that defines the RDN's capacity to acquire, develop, maintain and manage regional parks, trails, and open spaces. It is also expected that park plans will be developed for each Electoral Area where a community based vision for locally significant parks, trails, and open spaces is identified. In addition, Electoral Area park plans are anticipated to outline strategies for the acquisition, protection, development and management of community parks and open spaces in the individual plan area. Electoral

Area ‘E’ is currently the only Electoral Area for which a community parks plan has been developed. Together the revised Regional Park Plan and the Electoral Area parks plan will provide comprehensive guidance for parks planning in the RDN.

2.2 Parks System Plan – Vision

The vision for the regional park system defined in Bylaw No. 921 considers the public’s desire, legal constraints, the spirit and intent of the park services, and the needs of the Regional District of Nanaimo. It is outlined as follows: *The Regional District will establish, develop and operate a park system for the security, protection and stewardship of lands within the region which maintain livability, provide environmental and natural resource protection and accommodate outdoor recreational pursuits.*

2.3 Parks System Plan – Goal

The goal for regional parks as outlined in the Regional Park plan is as follows:

> *To secure and protect for all time, a system of park sites and trails, which provide representation of the four distinct landscapes of the region, as well as sites that include unique natural and historic features and experiences of regional significance. Regional parklands will accommodate the enjoyment and appreciation of the sites in a manner that assures their natural qualities are unimpaired for generations to come. Regional trails will provide for linear outdoor recreational opportunities that link components of the Regional District Park System, other park and protected areas, and the neighbourhoods of the Regional District.*

Pursuant to the criteria outlined in Bylaw No. 921 and the factors described in Section 3 of this Plan, Descanso Bay Regional Park meets the criteria of a regional park.

Section 3 – Descanso Bay Regional Park

3.1 Setting and Context

In May 2002, the Regional District of Nanaimo acquired a 61.5 ha parcel of land from the Coastal Community Credit Union (CCCU). The land contained the Gabriola Campground that had been operated by the Credit Union since the early 1980s. At the time of purchase, the land was subdivided into three parcels. Two of the parcels, totaling 15.8 ha in size, were purchased using funds from the Regional Park Function and were designated as a Regional Park. The remaining 45.7 ha of land was created as a Community Park and funds to purchase that portion of the property were approved by residents of Electoral Area 'B' in a community parkland acquisition referendum that was held November 24, 2001.

The Regional Park is located adjacent to Descanso Bay on the northwest side of Gabriola Island. Descanso Bay Regional Park is the first regional park and is the only public campground on Gabriola Island. It is a regionally significant oceanfront site with a sandstone beachfront and three bays with natural sandy pockets. The Regional Park campground contains 32 campsites that were developed by the Credit Union. There is also a car top boat launch and large areas for picnic and group type activities as well as extensive natural forest cover. Near the waterfront is an old farmhouse. In the past, the building was rented out for accommodation and meetings; however, it has deteriorated and has been closed off to the public for safety reasons.

Taylor Bay Road and McConvey Road separate the Regional Park from the Community Park. The Community Park property consists of an irregular shaped forested area 10.5 ha in size and is located north of McConvey Road. This portion of the Community Park is within the Agricultural Land Reserve. East of Taylor Bay Road is the balance of the parcel and is 35.2 ha in size and is in a naturally forested state. A well developed trail system currently exists and is currently being upgraded and expanded and when complete it will provide a pedestrian and cycling link to the ferry, the west side of the island, and Descanso Bay Regional Park.

While the RDN is the local government responsible for parks on Gabriola Island, the Islands Trust is the local government authority for other functions including land use.

3.2 Background Summary

The park is located on the west side of Gabriola Island on Taylor Bay Road, approximately 1 km from the ferry terminal. The park is 15.8 ha in size and contains significant environmental and archeological features including an eagle nest tree, abundant marine and bird life, and five separate archeological sites. The park is adjacent to three large shallow bays that are rich in marine life. Unique sandstone rock and cliff formations are also found here. The five archeological sites located on the property indicate the productivity of the beaches for the First Nations.

Gabriola Island attracts visitors from Vancouver Island, the rest of BC, elsewhere in Canada and other parts of the world. As the park has operated as a campground for many years and no other

public campground on the island exists, this park provides alternative accommodation for visitors to Gabriola Island. Additionally, a trail is currently being developed through the community park and will connect the regional park with the north side of the island for local residents walking or cycling around the island. The car top boat launch is well used by locals and visitors to provide marine access to Malaspina Galleries and provides a link to a marine trail for kayakers paddling around the southern Gulf islands.

The park is well treed throughout the property and the vegetation is generally consistent with a mature second growth Douglas-fir forest that includes Douglas fir, hemlock, spruce, salal, and Oregon grape. An old orchard is also located on the north portion of the park. Adjacent to the orchard on the most northerly portion of the park are well-vegetated steep slopes and sandstone cliffs.

The developed portions of the park consist of an old farmhouse located on one of the points. In the past, this house has been used for group accommodation but now requires extensive renovations to make it useable. The property is serviced by hydro and telephone. There are 32 campsites and related facilities, park operator's gatehouse and garage, picnic area, car top boat launch, parking areas and trail network. A reservoir for fire fighting purposes is also located on the park. The property is bounded by fence on the southern property line, ocean, Taylor Bay Road to the east, and McConvey Road at the northern edge of the property.

The facilities at the park serve outdoor recreational opportunities including camping, swimming, picnicking, fishing, kayaking, cycling, and hiking.

3.3 Vision

Descanso Bay Regional Park is an accessible public park located on the northwest side of Gabriola Island adjacent to three large shallow bays and sloping sandstone shelves that have been formed by millions of years of wave action and are unique to a few Gulf Islands. The park offers visitors an opportunity to participate in outdoor recreation and camping experiences in tranquil surroundings.

Existing and future park uses will be designed and operated such that they recognize the natural environment and incorporate sustainable and best management practices. The management of the park is intended to continue to allow various park uses that have historically occurred at the park and to avoid any new uses that create conflict with neighbours or other park users or the environment.

Management policies and standards are intended to provide quality park facilities in a safe and secure setting with a goal to minimize hazards, avoid environmental conflicts, and respect for the interests of the community and adjacent landowners. The management of the park also requires ongoing cooperative relationships between the RDN, adjacent landowners, users of the adjacent community park, other public agencies, area residents, and the Park Operator. The park is intended to be self-supporting and will also provide economic and tourism spin off benefits and opportunities for local and regional businesses.

3.4 Objectives

The objectives outlined below summarize the key components for the management of Descanso Bay Regional Park.

3.4.1 Accessibility

To provide a public Regional Park that is open and accessible for the benefit, enjoyment and use for all residents of the region and beyond.

3.4.2 Public Safety

To create and operate a park that is secure, strives to protect public safety and minimizes hazards, both natural and man-made.

3.4.3 Environment

To strike a balance between the impact of human use and development on the natural environment by incorporating sustainable and best management practices and by promoting education and interpretation about the natural environment.

3.4.4 Park Use

To provide a park with a focus on outdoor recreation within a natural setting and a wide range of activities, including, but not limited to, individual and group camping, boating, swimming, hiking, interpretation, and education.

3.4.5 Standards

To develop Descanso Bay Regional Park to have quality facilities and standards that correspond with Islands Trust and RDN bylaws and are on par with or better than provincial parks of similar size and scope.

3.4.6 Operations and Administration

To develop and operate Descanso Bay Regional Park to be self-supporting.

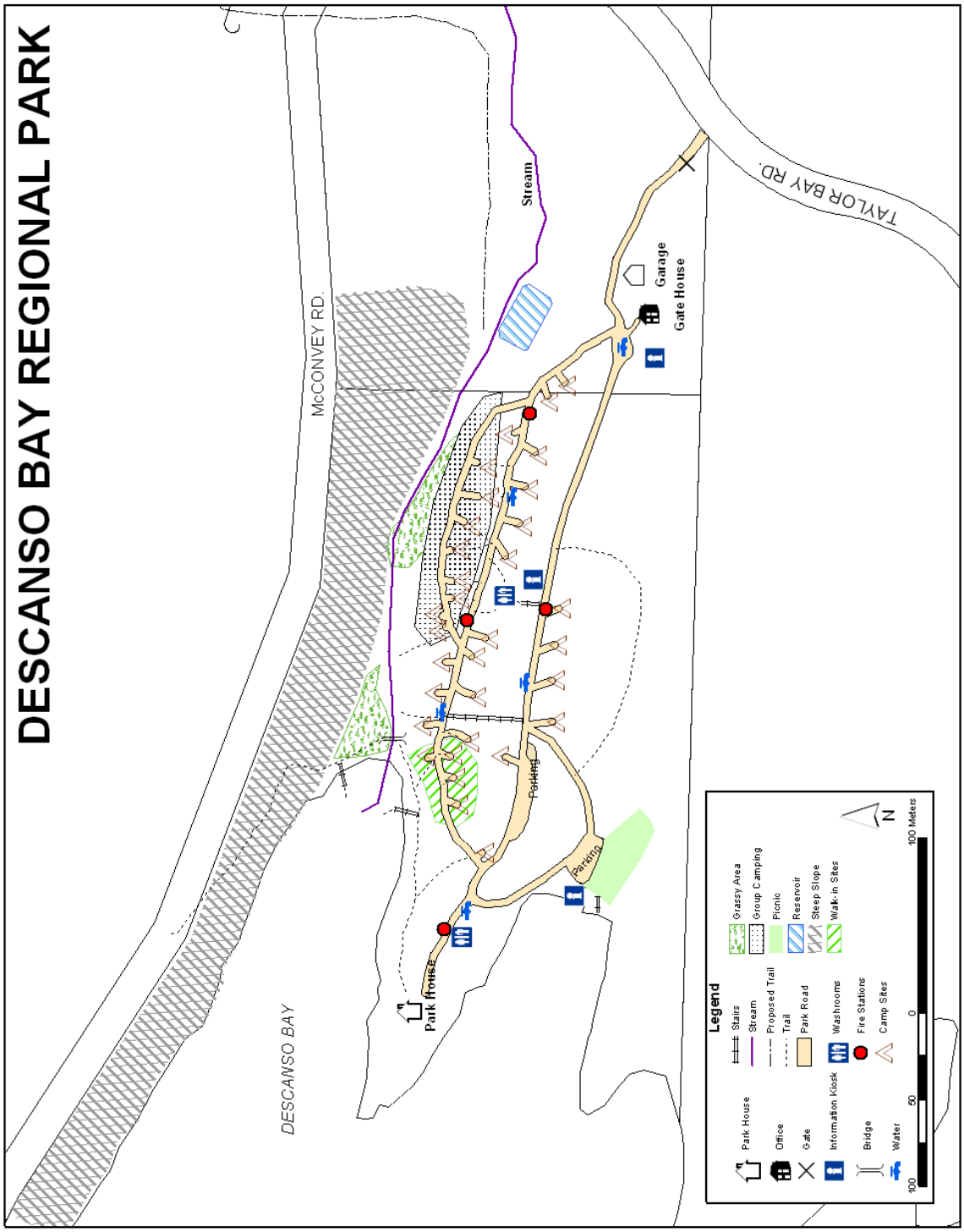
3.4.7 Economic Development

To provide spin-off economic and tourism opportunities for Gabriola Island, as well as the region as a whole.

3.4.8 Cooperation

To liaise with adjacent landowners, Islands Trust, and senior agencies in the planning, management and operations of Descanso Bay Regional Park.

Map No. 3.1
Park Facilities



Section 4 - Management Policies

4.1 Introduction

This section is divided into specific topics that relate to the management, operations and administration of the park. Each topic area includes the Management Objective outlined in Section 3, a brief discussion of the topic area, and policies that form the guiding framework for the day-to-day operations and longer-term management of the park. The RDN anticipates reviewing and revising these policies before 2008.

4.2 Accessibility

4.2.1 Management Objective

To provide a public Regional Park that is open and accessible for the benefit, enjoyment and use for all residents of the region and beyond.

4.2.2 Background

Descanso Bay Regional Park is the only regional park on Gabriola Island and the only public campground on Gabriola Island. The park and campground are open to the public all year round. The park is used by visitors staying at the campground, Islanders who use the park as a dog walking area and picnic area, groups and individuals using the car top boat launch to kayak from the park, by groups for special events, and people taking advantage of the shallow bays to wade and to explore the sandstone rock formations.

User fees are charged for some but not all uses at the park, for example, there is no charge for day use parking but fees are charged for camping and are in keeping with other parks in the province with a similar level of services. It is anticipated that user fees charged at Descanso Bay Regional Park and other regional parks will be consistent with BC Parks Services. However, given changes occurring within the Province including BC Parks, alternative models may need to be considered.

In the past, the park house has been used for temporary accommodation for visitors; however, it requires significant renovations before it can be used for any purpose. The lack of service availability (water and on site sewer) limits the extent to which the park house can be utilized. Once renovated it is anticipated that the park house will be used as a meeting space or place for special events. However, due to limited resources renovations will not likely be completed before 2008.

4.2.3 Policies

4.2.3 (a) Public Access

i.) The park is open to the general public for day-use within designated areas or designated trails and routes from 7 am to 11 pm.

ii.) Access to the park shall be restricted to registered guests and authorized personnel only between the hours of 11 pm and 7 am.

iii.) The park is open all year round for day use and camping.
iv.) High season at the campground runs from the May long weekend to Thanksgiving weekend.
v.) Certain areas of the park may be closed to public access as designated in this plan or as identified by park signage due to natural hazards, emergency or environmental conservation requirements.
vi.) Access through the park is discouraged unless confined to designated trails or public rights of way.
vii.) Vehicle access into the park is controlled by the main gate at Taylor Bay Road that is open from 7 am to 11 pm.

4.2.3(b) Universal Design

i.) Accessibility and universal design matters shall be considered in any new facility development or upgrading projects to accommodate park users with different levels of ability.

4.2.3(c) User Fees

i.) User fees shall generally be consistent with rates charged for similar services or activities within BC Parks and RDN Regional Parks.
ii.) User fees for camping shall be determined by the RDN.
iii.) User fees for other park services and programs may be determined by the park operator, as approved by the RDN.
iv.) Camping fees shall be developed for a high and low season.

4.3 Public Safety

4.3.1 Management Objective

To create and operate a park that is secure, strives to protect public safety and minimizes hazards, both natural and man-made.

4.3.2 Background

Risk management is an important component in the decision-making process for the park. Through risk identification, evaluation and communication, liability in the park can be managed. In the course of protecting the natural environment and providing various recreational opportunities, not all risk can be eliminated.

Specific risks within the park property must be managed. Some of the obvious risks include: cliffs adjacent to the ocean on the north west and south west portion of the property are steep and contain walking trails; the park house is unusable and in need of repair; there is a high fire risk on the island resulting in an annual campfire ban; the water is not potable; and swimming at the beaches and boat launch use is unsupervised.

The existing and future uses at the park have the potential to cause conflicts with adjacent landowners. In particular, park users who attempt to walk along the shore from the park

to the ferry terminal are unable to complete this walk due to the steep banks and people must walk through the upland property. Therefore, day-to-day and long-term management policies must recognize the need to reduce conflicts between park users as well as with adjacent landowners.

In 1992, the RDN has adopted the "Regional District of Nanaimo Electoral Area 'B' Community Park Regulations Bylaw No. 842" to regulate community parks on Gabriola Island. However, this bylaw applies to community parks and not regional parks. The RDN is preparing park bylaws for all community and regional parks and trails in the region. Once adopted Bylaw No. 842 will be repealed.

4.3.3 Policies

4.3.3(a) Vehicles

i.) Vehicles are restricted to designated roads and other designated access routes.
ii.) Vehicle parking is restricted to designated parking areas and campsites.
iii.) Speed limits within the park shall not exceed 10 km/hour.
iv.) The operation of recreational off road vehicles (e.g. ATVs and motorbikes) is not permitted in the park.

4.3.3(b) Hazard Trees

i.) The disturbance or removal of native vegetation is not permitted in the park without the permission of the RDN. The RDN may authorize the removal of vegetation including hazardous trees, for the management of invasive non-native species, and for approved park development.

4.3.3 (c) Water

i.) Information that the water is not potable shall be posted at the water pumps and in detailed advertisements of the park.
ii.) The Park Operator may sell potable water from the concession.

4.3.3 (d) Wildlife

i.) The feeding of animals is not permitted and food should be properly stored to avoid conflicts between wildlife and park users.

4.3.3 (e) Campfires

i.) Campfires and barbeques are permitted only in designated areas and campfires must be confined to approved fire pits and all other outdoor burning is prohibited.
ii.) Campfires and charcoal BBQs may be restricted during specified periods as determined by the Gabriola Volunteer Fire Department and the RDN.

4.3.3 (f) Fire Protection

i.) The Gabriola Volunteer Fire Department provides fire protection for the Descanso Bay Regional Park.

ii.) The reservoir located within the Descanso Bay Regional Park and used by the Gabriola Volunteer Fire Department shall be formally recognized through a license agreement.

4.3.3 (g) Nuisances

i.) Campsite occupants shall respect the privacy and use and enjoyment of the park for others by not causing disturbances and by maintaining quiet after 11 pm and before 7 am.

ii.) The operation of motorized equipment is not permitted in the park other than equipment that is accessory to campground use.

4.3.3 (h) Steep Slopes

i.) An assessment of slope stability must be undertaken prior to any land alteration within 15.0 metres from the top of bank, including trail construction.

4.3.3 (i) Park Rules

i.) Park users are subject to rules and regulations as set out in this Plan.

ii.) Where a bylaw regulating park uses has been adopted by the RDN the provision of the bylaw takes precedence over this Plan and the rules as set out in this plan shall be in addition to any regulations as set out in the bylaw.

iii.) Bylaw enforcement officers shall be designated by bylaw.

iv.) The Park Operator, their employees and designated employees of the RDN may enforce the rules as set out in this Plan and shall refer all criminal acts to the RCMP.

4.4 Environment

4.4.1 Management Objective

To strike a balance between the impact of human use and development on the natural environment by incorporating sustainable and best management practices and by promoting education and interpretation about the natural environment.

4.4.2 Background

The Regional Park being adjacent to the marine foreshore is within an environmentally sensitive area (ESA). The beachfront is sandstone and contains three bays with natural sandy pockets. The sandstone formations found on the beaches are unique to a few gulf islands. There are abundant birds and marine mammals that can be observed from the park property. The beaches are littered with life and contain copious quantities of aquatic vegetation (eelgrass, rockweed and sea lettuce), invertebrates and shellfish (oysters, little neck clams, manila clams, varnish clams). The beach is in an approved shellfish

harvesting area and regular sampling by Environment Canada has determined that fecal coliform counts are low.

There are five registered archeological sites within the park property on the marine foreshore that are protected under the ***Heritage Conservation Act***. Any land development must consider potential impacts to these significant sites. These sites are not mapped so park users are discouraged to seek out these sites.

There is a small fruit tree orchard on the north side of the property. A small channelized stream flows through this area and appears to drain upland properties and likely provides irrigation for these trees. The stream does not appear to have any fisheries values but keeps the ground saturated in winter and late spring.

The day use area of the Regional Park contains an active eagle nest tree. Ministry of Water, Land and Air Protection recommends a vegetated no disturbance buffer around the base of the tree.

The Islands Trust completed a landscape classification of Gabriola Island and identified four different landscapes in the Regional Park: Mature Forest covers the majority of the parcel; Herbaceous follows the marine coast; Rural applies to the point where the homestead is located; Agricultural and Young Forest applies to two small areas adjacent to the south property line. For the purposes of this Management Plan, the RDN has divided up the park up into three land use management zones that are generally consistent with the Islands Trust landscape classification. These zones are detailed in section 4.10. The purpose of these zones is to provide a framework to manage the park and to delineate the types and levels of uses appropriate throughout the park.

Long-term management of the park will incorporate best practices in order to minimize the existing impacts on the natural environment and actions will be taken to rehabilitate some of the disturbed areas where possible. In addition, interpretation and education efforts at the park will stress the value of the natural environment and the roles that individuals play in protecting it.

4.4.3 Policies

4.4.3 (a) Park Use

i.) Uses within intensive recreational zones shall avoid damage of any significant natural features, adjacent natural environment and conservation zones.

ii.) Uses within natural environment and conservation zones shall not impact the natural environment and are not encouraged outside designated activity areas or trails.

iii.) Where feasible, new facilities or services shall be sited on disturbed sites to recognize environmental protection and conservation values.

4.4.3 (b) Development

i.) Any land alteration and development activity shall incorporate the principles and guidelines detailed in *Environmental Objectives, Best Management Practices and Requirements for Land Developments*, March 2001 by MWLAP and DFO/MELP Stewardship Series.

ii.) The disturbance and removal of native vegetation is not permitted in the park without permission of the RDN and may be authorized for the removal of hazardous trees, for the management of invasive non-native species, and for approved park development.

iii.) The alteration of land is not permitted in the park without permission of the RDN and may be authorized to enhance ecosystems native to the park, minimize erosion, or mitigate natural hazards and to accommodate approved park development.

iv.) The introduction of animals or planting of vegetation is not permitted in the park without permission of the RDN. However, the RDN may authorize such activity to enhance ecosystems native to the park, to minimize shoreline erosion, and to landscape approved park development.

v.) The development of trails, campsites, and other land alteration activities including vegetation removal shall not take place within 15 metres from the top of bank of the marine foreshore, unless otherwise permitted by the RDN and Islands Trust.

4.4.3 (c) Interpretation and Education

i.) Interpretation and education may be provided by the Park Operator, as approved by the RDN.

ii.) The creation of historical interpretation and education materials, by the RDN will be developed in consultation with other government agencies, First Nations, and the tourism industry.

iii.) Interpretation and education services will be made available to all park users.

4.4.3 (d) Rehabilitation

i.) The enhancement or rehabilitation of disturbed natural areas shall be encouraged.

4.4.3 (e) Waste Management

i.) Park management and development shall incorporate the principles of reducing, reusing, and recycling waste.

4.4.3 (f) Shellfish

i.) The RDN shall investigate securing tenure of the marine foreshore.

ii.) A valid Tidal Waters Sport Fishing License is required for recreational shellfish harvesting and fishing.

4.4.3 (g) Archeological Sites

i.) Where land alteration has been approved and may be in conflict with any archeological site, an impact assessment study or an archaeological overview report is required.

4.4.3 (h) Bald Eagle Nest Tree

i.) During the Bald Eagle breeding season (January 30 to June 30) day use activities carried out in the grassy area shall be encouraged to be relocated to the meadow.

ii.) Information about Bald eagles, their habitat and how to protect them shall be made available to park users by pamphlets and at the nearest information kiosk.

iii.) A buffer shall be established around the base of the tree using native plantings and fencing.

4.5 Park Use

4.5.1 Management Objective

To provide a park with a focus on outdoor recreation within a natural setting, and a wide range of activities, including but not limited to individual and group camping, boating, swimming, hiking, interpretation, and education.

4.5.2 Background

The RDN is committed to providing opportunities for appropriate outdoor activities that foster visitor enjoyment as well as appreciation and respect for the natural environment. Descanso Bay Regional Park offers a variety of uses and activities.

The uses at the park include a 32-site campground, day use area and related facilities, car top boat launch, trails, and swimming. The campground serves individual campers, as well as opportunities for group camping for small groups from schools, churches, and service clubs, in the region and beyond. The Park Operator is permitted to provide ancillary retail and rental services to park users. Special events related to outdoor recreational activities are also permitted at the park. The park house is uninhabitable and requires renovations before it can be put to use. In addition, services (water and on site sewage disposal) need to be provided to the park house prior to it being utilized. Future uses of the park house have not yet been determined.

The car top boat launch enables small car top boats to launch from the park. The RDN is not proposing to construct a dock or boat launch for large boats requiring trailers as the cost and the potential impact to the natural environment make such a project prohibitive.

4.5.3 Policies

4.5.3(a) Permitted Uses

i.) Permitted uses within Descanso Bay Regional Park are outlined in Appendix I and shall be undertaken within the appropriate zones as detailed in section 4.10.

4.5.3(b) Camping

i.) Camping within the park is only permitted within designated areas, as shown on Map No. 3.1, and is subject to registration, terms of agreement, and campground fees as set out in Appendix III. Schedule No. 4.

ii.) The development or removal of camping facilities shall be the responsibility of the RDN.

iii.) The camping season shall be divided into two seasons: high season from May long weekend to Thanksgiving; and a low season.

4.5.3(c) Concession

i.) A concession within the park is permitted to be operated by the Park Operator or licensee and shall be conducted according to Appendix IV.

4.5.3(d) Rentals

i.) Equipment rentals within the park are permitted by the Park Operator or licensee and shall be conducted according to Appendix IV.

4.5.3(e) Boat Launch

i.) The boat launch shall be used by car top boats only.

4.5.3(f) Special Events

i.) Special events may be permitted by the RDN.

ii.) Special events must meet the following conditions:

01. The special event is an appropriate outdoor recreation activity.
02. The special event will have minimal environmental impact.
03. The site selected will be sensitive to the natural environment and the experience of other park users.
04. No permanent or temporary facilities or structures associated with the service or activity is erected or constructed, without permission of the RDN.
05. On site advertising for special events shall be limited to one sign, sandwich board, or banner.

4.5.3(g) Horse Riding and Mountain Biking

i.) Horse riding shall be restricted to low season only and shall not be permitted on the beach.

ii.) Mountain biking will be permitted on designated routes only.

4.5.3(h) General

i.) Possession or consumption of alcoholic beverages outside of a reserved campsite is prohibited.

ii.) Pets are the responsibility of their owner and shall be kept under control at all times. All pet owners must pick up their dog's waste.

4.5.3(i) Research

i.) Research which contributes to the knowledge and cultural history and to environmental and recreational management, will be encouraged, providing it does not detract from park users' use and enjoyment of the park, alter land or disturb land within an archeological site or environmentally sensitive area.

4.5.3(j) Park House

i.) A plan to determine future uses for the Park House shall be developed over the five-year term of this report.

4.6 Standards

4.6.1 Management Objective

To develop Descanso Bay Regional Park to have quality facilities and standards that correspond with Islands Trust and RDN bylaws and are on par with or better than provincial parks of similar size and scope.

4.6.2 Background

The property has been used as a campground since the early 1980s with well-established facilities and campground layout.

The current facilities at the Descanso Bay Regional Park are adequate, but require some upgrading. The existing facilities include 32 campsites, two pit toilets, car top boat launch, signage, parking and picnic area, park house, gatehouse and garage, four fire stations, and one well with pump and gravity flow system serves four stations and the gatehouse, but the water is not potable. The old park house is currently uninhabitable due to the state or repair and contains no plumbing or septic system.

The proposed actions outlined in Appendix II, Capital Plan and Works, are intended to reduce deficiencies and improve the standards at the park, however no large capital projects are proposed within the first five-year period.

Any upgrading of the facilities or the development of future facilities needs to be undertaken to an acceptable standard. In addition, a private contractor will manage the park; therefore, an acceptable definition of maintenance standards is required. Existing and new facilities will be constructed to protect the natural environment, support outdoor activities, and meet operational needs. The siting of existing facilities is shown on Map No. 3.1.

The regional park is zoned Tourist Commercial 2 (TC2) pursuant to the Gabriola Island Land Use Bylaw No. 177, 1999. The primary use permitted in this zone is campground and the accessory uses include single-family residence, retail sales, and campground office uses. The uses are therefore consistent with the permitted uses. Bylaw No. 177 requires that any seasonal camping not exceed 90 days in a calendar year and not exceed 60 consecutive days. The bylaw also outlines the maximum number of campsites as 10 per 1.0 ha (4 per 1.0 acres), i.e. 150 or 156. As Bylaw No. 177 does not contain specific standards for campgrounds, the RDN will strive to work towards meeting the standards defined in the Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987.

BC Parks operating standards have been incorporated into the day-to-day facility maintenance standards. These are detailed in Appendix III.

4.6.3 Policies

4.6.3(a) Facility Standards

i.) As facilities require upgrading or new construction, buildings and structures shall be constructed to Islands Trust and RDN standards where applicable or generally follow Provincial standards as a guideline to address public safety concerns, ensure adequate performance, follow best practices and manage risk.

4.6.3(b) Development

i.) Recreational uses and trail facilities shall only be developed within designated areas in accordance with the approved Capital Plan.

ii.) No new development is anticipated within years 1 to 5 of this plan except as identified in the Capital Plan outlined in Appendix II.

iii.) The design and maintenance of park facilities shall:

01. Avoid or minimize impacts on the natural environment;
02. Blend colour, scale, style, and materials with the natural environment;
03. Avoid conflicts between existing park uses and facilities;
04. Provide good access and circulation for vehicles and non-motorized movement within the park;
05. Avoid or mitigate potential impacts on adjacent landowners; and
06. Provide safety for users.

iv.) When realigning existing trails and routes or developing new ones priority shall be given to:

01. The provision of looped trails or consideration for return journeys incorporating a number of trails, where appropriate;
02. Providing links within the trial network and between camping areas and other facilities; and
03. Providing linkages from the community park and where appropriate, private land.

v.) The provision of camping areas will be reviewed periodically and camping areas may be removed, reduced in size or consolidated based on the following:
01. Demand;
02. Damage to natural and physical resources; and
03. Conflicts with day-use or other uses.

vi.) The installation or construction of apparatus for outdoor recreational activities is not permitted, without the permission of the RDN.

vii.) The RDN will be responsible for capital works. Any capital improvements undertaken by the Park Operator that are not chattels remain the property of the RDN.

4.6.3(c) Environmental Standards

i.) Environmental standards shall be consistent with Provincial and Regional Health Authority protocols and standards.

ii.) The development of a potable water system shall be investigated.

4.7 Operations And Administration

4.7.1 Management Objective

To develop and operate Descanso Bay Regional Park to be self-supporting.

4.7.2 Background

Management refers to the day-to-day services that enhance visitor's use and enjoyment of the Descanso Bay Regional Park, while protecting the natural environment and visitor safety. Proper management of the park is critical for achieving the goals and objectives of this plan. Park management by the Park Operator includes a variety of responsibilities including: ensuring park bylaws are understood and enforced, managing the park reservation system, maintaining and repairing facilities, maintaining equipment and signs, coordinating bylaw enforcement, and managing the campground, day-use area, parking areas and park house (when renovated). The Park Operator is also responsible for maintaining good public relations with all park users.

The RDN envisions that the management of regional parks will be self-supporting. However, revenue generated from 32 campsites and accessory services such as a small concession and rentals may be insufficient to meet both the day-to-day operating expenses and long term capital projects proposed by this plan. Therefore, operating subsidies will need to be considered by the Regional Board on an annual basis.

Volunteers play an important role in the RDN Recreation and Parks Department for trail construction, for example. BC Parks and Forestry Companies also utilize volunteer park hosts in their campgrounds around the province. Therefore, volunteers are recognized as being valuable components in the management and operations of the Descanso Bay Regional Park.

4.7.3 Policies

4.7.3(a) Operating Contract

i.) The RDN will secure an operating contract for park management and operations and strives to achieve an operating contract on a cost recovery basis.

ii.) Park management and operations will recognize all park policies and designations as set out in this plan.

4.7.3(b) Financial Management

i.) Fees related to the sale of products or programs, other than camping fees that are defined in Appendix IV, may be established by the Park Operator.

ii.) The Park Operator shall prepare an annual financial statement summarizing all park operations, to the satisfaction of the RDN.

4.7.3(c) Maintenance

i.) The Park Operator shall conduct an annual maintenance inspection and risk management evaluation, to the satisfaction of the RDN.

ii.) Routine maintenance of buildings, structures, grounds and facilities shall be undertaken as outlined in Appendix III, Schedule No. 2.

4.7.3(d) Marketing, Promotion and Communication

i.) The Park Operator shall develop an annual marketing strategy, in consultation with the RDN.

ii.) The RDN shall review, approve and/or prepare all promotional materials.

iii.) Public input on future park improvements and services may be obtained through comment cards, formal and informal surveys and subsequent park plan reviews.

iv.) The RDN shall undertake the development of any signage and the Park Operator shall be responsible for installation and ongoing maintenance.

4.7.3(e) Volunteers

i.) Volunteers may be used in the day-to-day operations and development of capital works at the park.

4.7.3(f) Signage

i.) Signage and advertising may only be placed in the park with the approval of the RDN.

4.7.3(g) General

i.) The resolution of issues not specifically identified in this plan shall be decided by the General Manager of Community Services.

4.8 Economic Development

4.8.1 Management Objective

To provide spin off economic and tourism opportunities for Gabriola Island, as well as the region as a whole.

4.8.2 Background

According to the Gabriola Island Chamber of Commerce, the operators of the Tourist Information Centre on the island, in July and August 2002 over 3,000 people visited the Centre. The Chamber also estimates that they received approximately three camping inquiries per day over July and August 2003.

Silva Bay Boatel is the only other operator on Gabriola Island that provides camping. The set up is informal and camping is limited to a couple of tents and few camper/RV sites. Descanso Bay Regional Park is the only formal campground on the island. Therefore, the park provides valuable camping accommodation for campers who would like to stay for longer periods.

The Descanso Bay Regional Park is one of seven regional parks in the RDN. There are also many trails and community parks within the Regional District that are well used by visitors from all over. The RDN regularly promotes its regional park and trail system through a variety of mediums and Gabriola Island businesses shall receive the indirect benefit of this promotion activity.

There are various opportunities to increase the number of visitors. Active kayakers have been trying to establish a marine trail system from Vancouver to Prince Rupert. The boat launch and camping provides a great spot along that route. Increased advertising should result in an increase in the number of visitors coming and staying at the park. An increase in the number of visitors and longer stays from visitors outside the region has the potential to provide economic benefits to businesses on Gabriola Island as well as the region.

4.8.3 Policies

4.8.3(a) Regional Tourism

i.) Where possible, the RDN will participate in efforts to promote regional tourism through the promotion of the park.

ii.) The RDN shall develop a relationship with other tourism operators to promote Gabriola Island and the Regional District of Nanaimo.

4.9 Cooperation

4.9.1 Management Objective

To liaise with adjacent landowners, Islands Trust, and senior agencies in the planning, management and operations of Descanso Bay Regional Park.

4.9.2 Background

Adjacent land uses include a farm and the community park. There are also residential neighbourhoods located off McConvey Road. Future development of trails in the community park will provide linkages from the north east corner to the Regional Park, the west side of the island and the ferry. Senior agencies with potential interests in the Regional Park include Fisheries and Oceans Canada, Ministry of Water, Land and Air Protection, Ministry of Sustainable Resource Management, and Ministry of Health. These agencies will be consulted as required.

Islands Trust is the local government authority for Gabriola Island and is responsible for land use on the island, however the RDN is responsible for building inspection and parks. Therefore, consultation between the two local governments is necessary to ensure each agency's requirements are met.

4.9.3 Policies

4.9.3(a) Adjacent Landowners

i.) The RDN and the Park Operator will liaise with adjacent landowners to cooperate on matters of mutual interest or benefit related to park operations including:
   01. Public access;
   02. Nuisance and vandalism;
   03. Security issues;
   04. Emergency issues (flood, rockslide, fire); and
   05. Special events.

ii.) The RDN will seek to work with all landowners to promote park objectives and enhance natural processes on adjacent lands.

4.9.3(b) Land Interests

i.) The RDN shall secure a lease agreement with Gabriola Fire Department for use of the reservoir.

4.9.3(c) Government Agencies

i.) The RDN will seek to work with other government agencies to promote park objectives and uphold other agency's mandates.

4.10 Park Use Zones

A system of park use zones has been developed to provide a framework in which to manage the Descanso Bay Regional Park and outlines the types and levels of use appropriate throughout the park. The park use zones are guided by the vision for future use and development. The zones are also intended to protect and enhance the environmentally sensitive or natural features, to recognize historical uses and public preferences for park use, and to assist in reducing existing and potential conflicts between uses and activities. For example, the oceanfront is a sensitive environment but it is a main feature of the park and therefore well used by park visitors. The park use zones provide a framework for assessing the suitability of future activities and development proposals.

The park has been divided into three management zones that correspond to the capacity of the park to accommodate different intensities of park use. The locations of each zone are shown on Map No. 4.1.

4.10.1 Intensive Recreation Zone

The management objective of this zone is to provide high use and readily accessible visitor services and facilities. This zone is oriented to intensive outdoor recreation activity. Current uses include day-use facilities; campground; car top boat launch; parking; service facilities including rentals and concession; and management facilities. Day-use and the campground will be developed at the optimum carrying capacity of the land and water and in accordance with the policies of this plan and local government bylaws.

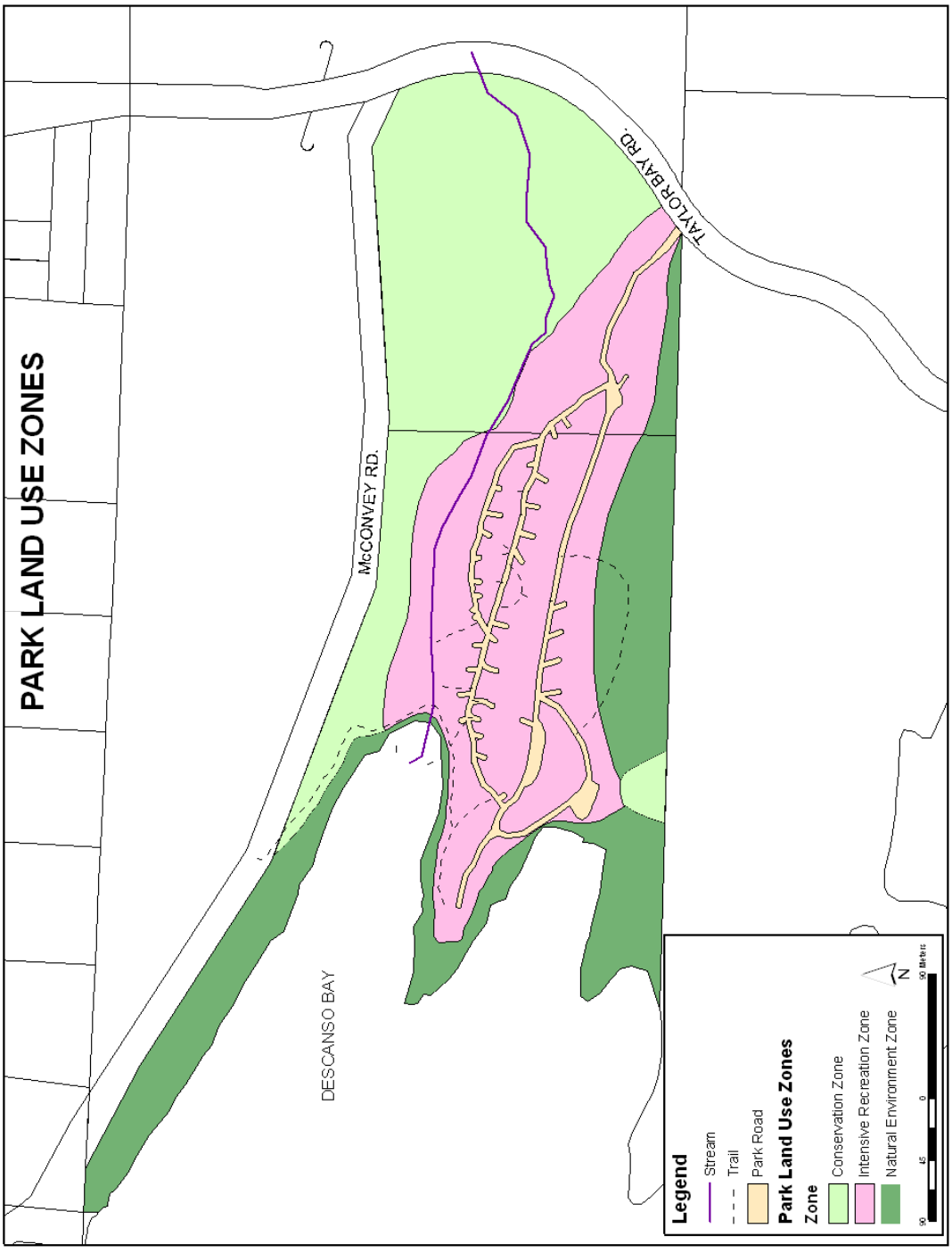
4.10.2 Natural Environment Zone

The objective of this zone is to protect natural values, to provide low impact recreation opportunities in a largely undisturbed natural environment and to provide appropriate non-vehicular recreation. The types of activities permitted shall have a low to moderate impact on the natural environment and are intended to be dispersed over a large area and include hiking and passive recreation. Development will be limited to trails, necessary signs, fencing and temporary facilities for research or management.

4.10.3 Conservation Zone

The objective of this zone is to protect and enhance the natural landscape and fish and wildlife habitat. No motorized vehicles or intensive recreational activities are allowed. Conservation of natural values takes precedence over human use. This zone includes existing forestland, eagle nest tree, wildlife and trail corridors and other buffers. Development will be limited to trail, necessary signs and fencing.

Map 4.1
Park Use Zones



Section 5 – Operational and Administrative Requirements

This section deals with operational requirements for the Park Operator and administrative requirements for the RDN. These requirements will be incorporated into the contract between the RDN and the Park Operator. The requirements outlined below for the Park Operator are mandatory and to be fulfilled throughout the five-year term. The Park Operator must ensure that all staff and contractors are fully aware of the roles and responsibilities they are required to uphold while working at the park.

Table No. 5.1 details the timing for the RDN to fulfill the administrative requirements. The timing of these activities could be modified due to unforeseen emergencies and/or opportunities. This section is broken down into the same topic areas found throughout the Plan.

5.1 Park Operator – Operations

5.1.1 Accessibility

a) Park operating season and hours shall be consistent with Section 4.2.3 (a) of this plan.
b) User fees for camping shall be charged as outlined in Appendix III, Schedule No. 4 and will be reviewed on an annual basis, together with the RDN.
c) User fees shall not be charged for general parking, day use, and passive recreation at the park.
d) Any user fees for other services provided by the Park Operator shall require approval by the RDN.
e) Gates shall be secured daily to maintain open/close hours.
f) Designated trails and routes shall be kept open for park visitors.

5.1.2 Public Safety

a) Measures for public safety and control and emergency procedures, outlined in Appendix III, Schedule No. 1 shall be followed by the Park Operator, staff and contractors.
b) Park rules, policies, bylaws and fishing regulations shall be enforced by the Park Operator and staff.
c) Public safety and control and criminal incidents shall be documented as outlined in Appendix III, Schedule No. 1.
d) $2 million liability coverage shall be secured annually and additional insurance as necessary.
e) Facility maintenance shall be done in accordance with Appendix III, Schedule No. 2.
f) Onsite security shall be provided for the duration of the contract and shall reflect the different demands in the high and low season.
g) In the event of emergency, the Park Operator may be required to close the park or sections therein.
h) Signage, brochures and other information identifying potential hazards shall be posted and made available for park visitors.

i) Safety and first aid supplies provided by the RDN shall be readily available and items replaced, as necessary.
j) The park shall be monitored for hazards and when identified, shall be resolved immediately and /or the RDN advised immediately.
k) Any emergency requiring evacuation shall be undertaken consistently with the Evacuation Plan (to be prepared).

5.1.3 Environment

a) Informational brochures on wildlife hazards, wildlife/human interaction, local wildlife and plant species, and low impact camping shall be supplied and made available to park visitors.
b) An interpretation and information board regarding fish and shellfish identification and regulations shall be maintained and updated as necessary.
c) The following documents: Environmental Objectives, Best Management Practices and Requirements for Land Development, March 2001 by MWALP and DFO/MELP Stewardship Series shall be on site and familiar to the Park Operator and staff.
d) Ground maintenance shall be done in accordance with Appendix III, Schedule No. 2
e) The development and implementation of interpretation and education initiatives shall be undertaken with the permission of the RDN.
f) Firewood gathered on the park shall consist of trees that have previously fallen and shall only be undertaken by the Park Operator.

5.1.4 Park Use

a) The campground shall be operated as detailed in Appendix III, Schedule No. 3.
b) The concession shall be operated as detailed in Appendix IV.
c) The rental of goods and equipment shall be undertaken as detailed in Appendix IV.
d) Special events shall be undertaken as detailed in Section 4.5.3 and future bylaws.

5.1.5 Standards

a) All buildings, structures, grounds and other facilities shall be maintained in accordance with Appendix III, Schedule No. 2
b) The Park Operator shall ensure that all staff and contractors are fully cognizant of Appendix III, Schedule No. 2.

5.1.6 Operations and Administration

a) The day-to-day operations of Descanso Bay Regional Park shall be undertaken as detailed in Appendix III, Schedule Nos. 1 – 4 (Public Control and Emergency Procedures, Facility Maintenance Standards, and Campground Procedures).
b) Financial and administrative requirements shall be fulfilled as detailed in Appendix III, Schedule No. 4.
c) A performance bond of $5,000 shall be secured at the time of entering into the Operator's Agreement.
d) The Park Operator shall undertake all repairs and upgrades to equipment and facilities costing less than $500.

e) An annual review of facility maintenance, park operations, etc shall be conducted together with the RDN.
f) The information displays in the park and at other designated locations shall be maintained and monitored on an ongoing basis.
g) The Park Operator shall advertise in the BC Accommodation Guide and in standard regional tourism venues.
h) Marketing initiatives shall be undertaken according to the annual marketing strategy, developed together with the RDN.
i) The Park Operator shall undertake customer surveys as requested by the RDN.

5.1.7 Cooperation

a) Issues impacted or related to adjacent landowners and senior agencies shall be reported to the RDN.
b) Public relations with park visitors shall be undertaken in accordance with Schedule No. III.

5.2 Regional District of Nanaimo – Administration

5.2.1 Accessibility

a) Operational issues (user fees, length of season, etc) shall be reviewed on an annual basis.

5.2.2 Public Safety

a) A parks bylaw shall be adopted
b) A bylaw to designate a bylaw officer shall be adopted, as required, including the Park Operator.
c) MIA assessment shall be undertaken when possible.
d) A lease shall be secured between the RDN and the Gabriola Fire Department.
e) An evacuation plan shall be developed.

5.2.3 Environment

a) Securing tenure over marine foreshore shall be investigated.

5.2.4 Park Use

a) Future uses of the park house shall be developed over the term of this plan.

5.2.5 Standards

a) A review of campsite sustainability shall be undertaken annually with the Park Operator.
b) Together with the Islands Trust, develop campground standards and resolve any outstanding land use issues.
c) A review of capital works shall be undertaken annually, with the Park Operator.
d) Potable water system shall be investigated and implemented as required.

5.2.6 Operations and Administration

a) Repairs and upgrades to equipment and facilities costing more than $500 shall be undertaken, as required.
b) Development actions shall be undertaken as detailed in Appendix No. II - the Capital Plan.
c) The Descanso Bay Regional Park link on the RDN website shall be maintained and upgraded as required.
d) Marketing initiatives including obtaining a membership with Tourism Vancouver Island shall be undertaken regularly.
e) Comment cards and surveys shall be developed.

5.2.7 Economic Development

a) Maintain links with the local Chambers of Commerce and regional and provincial tourism agencies.

Table No. 5.1 – Regional District of Nanaimo Administration

Actions	As Required	Annually	Short term Year 1 to 2	Mid term Year 2 to 5	Long term Year 5+
Review operational issues					
Adopt park bylaws					
Designate bylaw officer					
Undertake MIA assessment					
Secure lease for reservoir					
Develop evacuation plan					
Investigate foreshore lease					
Park House future uses					
Review campsite sustainability					
Develop campground standards and resolve land use issues					
Capital works review					
Investigate potable water system					
Undertake repairs over $500					
Undertake development actions					
Develop and review promotional material					
Maintain RDN website					
Join Tourism VI					
Develop comment cards					

Appendix I – Facilities and Uses

A. Facilities

1. **Day-use Areas**
   There are two-day use areas. One is located in the orchard and the other is located adjacent to the car top boat launch and the lower parking area. Both day use areas contain picnic tables and garbage facilities.

2. **Beach and swimming areas**
   a) There are three bays, one of which is a designated shellfish-harvesting beach. A valid Tidal Water Sport Fishing License is required to remove shellfish from the beach, and
   b) No swimming area is demarcated and currently there are no life rings are located at the beach. No lifeguard is present and visitors swim at their own risk.

3. **Campground**
   There are a total of 32 individual camping sites. All sites contain fire rings, picnic tables, site identification post with site number and clip for registration, and fire regulation signage.

4. **Boating**
   There is a small boat launch suitable for car top boats, for example, kayaks.

5. **Administration Area**
   a) Park gatehouse includes an office and is serviced by hydro and phone and has a septic field. A small trailer pad exists adjacent to the gatehouse that would allow the park operator to locate a trailer.
   b) A small concession not involving food preparation may operate from the gatehouse.
   c) A large two bay garage is located adjacent to the gatehouse.

6. **Infrastructure**
   a) Two double pit toilets serve the park. One well with pump and gravity flow system serves four stations and the gatehouse, but the water is not potable. Four fire stations and a reservoir for fire fighting purposes.
   b) One large garbage container serves the campsites and smaller garbage containers service the day-use area.
   c) There is one gate at the park entrance.
   d) There are various signage and information kiosks located around the park and first aid equipment is housed in the gatehouse.
   e) The park house located on the point is currently unusable.

B. Permitted Uses:

1. **Permitted uses in the park include:**
   a) Campground (individual and group)
   b) Gate house and garage
   c) Administration
   d) Picnicking
   e) Car top boat launching facilities
   f) Special events
   g) Water sports
   h) Rentals related to park activities
   i) Hiking and cycling
   j) Guiding
   k) Concession selling dry goods and unprepared foods
   l) Rental of bicycles, non-motorized boats, equipment related to camping and wilderness recreation, and
   m) Recreational shellfish harvesting

Appendix II – Capital Plan and Capital Projects

A. Capital Plan

This section outlines the capital works that are to be undertaken within the next five years. Projects that are anticipated to be undertaken beyond the five-year time frame are also identified. Table No. 1 prioritizes the actions for years 1 to 5. The action items that are marked with an asterisks * are anticipated to be carried out in year 6 and beyond. The focus of the works for the first five years is to maintain the current standard and reduce the few minor deficiencies. No large capital projects are proposed to be undertaken within the first five-year period, as resources are limited. The cost to renovate the Park House and develop a septic system for the house is prohibitive therefore these projects will not get done in this term.

The RDN will be responsible for undertaking capital works at the park and intends to undertake the projects, according to the time frame defined here. Other projects may be identified and undertaken if they are deemed a higher priority. The ability to do any of these projects is dependent upon receiving revenues that are negotiated between the RDN and Park Operator. Emergencies and unanticipated events may modify the priorities. While it is anticipated that the management of the park will be self-supporting, circumstances may require the Regional Board to provide temporary subsidies to complete necessary works.

B. Capital Projects

1. **Public Safety**
   a) Undertake geotechnical assessment of steep slopes for trail construction.
   b) Undertake building inspection of park house to detail and prioritize necessary works.
   c) Post life rings in day use area.
   d) Install related signage.
   e) Replace and upgrade fire pits.

2. **Environment**
   a) Plant around base of eagle tree and delineate the buffer area.
   b) Plant fruit trees around reservoir to encourage birds to reduce mosquitoes.
   c) Replant adjacent to bank where erosion has occurred, place rock under roots of exposed banks, and install eco fence**.**

3. **Park Use**
   a) Establish group camping area to accommodate approximately 25 people.
   b) Improve and establish new trails.
   c) Install related signage.

4. Standards

a) Secure health permit for the existing septic field at the gate house.
b) Purchase picnic tables, as required.
c) Renovate park house*.
d) Install toilets, particularly for group camping*.
e) Install urinals*.
f) Install washbasins*.
g) Install showers*.
h) Install septic system for park house*.

Table No. 1 - Capital Works

	Capital Works					
	Development Actions 2004 – 08	**2004 Year 1**	**2005 Year 2**	**2006 Year 3**	**2007 Year 4**	**2008 Year 5**
Safety and Security	Risk management of steep slopes					
	Building inspection					
	Post life rings in day use area					
	Install signage					
	Replace fire pits					
Environment	Plant base of eagle tree					
	Plant fruit trees around reservoir					
	Replant eroded bank and fencing					
Park Use	Establish group camping					
	Trails: new & upgrade					
	Improve and establish new trails					
Standards	Obtain health permit for gate house septic field					
	Purchase picnic tables					
	Development Actions 2009 - 2013					
	Renovate park house					
	Install septic system for park house					
	Install toilets					
	Install showers					
	Install urinals					

APPENDIX III – Operating Guidelines

Schedule No. 1
Public Control & Emergency Procedures

The Park Operator, staff and contractors are responsible for being familiar with **ALL** requirements of Schedule No. 1, 2, 3 and 4 and following the standards and processed outlined herein.

A. General Requirements

1. Public Safety and Security

a) Regulate the movement and activities of Park users within the Park.
b) Ensure all facilities and public spaces are safe for public use.
c) Maintain all first aid kits and other safety equipment provided by the Regional District and located at Gate House and the waterfront.
d) Participate in RDN promoted water and other safety training, and carry out safety protocols as directed.
e) Advise the Regional District of structural and equipment failures and hazards.
f) Remove hazards of immediate threat to the public or contract staff at the Park.

2. Security

a) Maintain full time onsite security on Regional Park property during the high season and daily security during the low season and monitor for hazards all year round.
b) Uphold approved Park policies, rules and by-laws.
c) Monitor and control public use of the Park to prevent damage to the natural environment; and to reduce conflicts between park visitors and adjacent landowners.
d) Regulate the use, movement and parking of vehicles within the Park.
e) Alert authorities with respect to all unlawful disturbances on land and water, and in the case of fire or emergency.
f) Maintain a detailed record of all incidents. Submit records monthly.
g) Contact the Regional District within 24 hours of an incidence requiring police, fire or ambulance assistance at the Park.

3. Staff Standards

a) Ensure all park user enquiries concerning park information, complaints, features, park regulations, fees, local attractions, events, other parks and services in the area are answered courteously. Specific questions that cannot be answered should be directed to the appropriate information source.
b) Ensure that park users receive reasonable assistance and friendly, helpful service.

c) The Park Operator, staff and contractors must possess a general knowledge of the Park including its natural, cultural and recreation values and its facilities.
d) The Park Operator, staff, and contractors must possess the necessary skills and knowledge to respond to emergency situations arising in the Park.
e) The Park Operator, staff, and contractors, while on duty must wear an approved uniform that must be maintained in a clean and tidy condition (free of offensive odours and stains) and is appropriate for carrying out the obligations under the contract. The RDN will provide the standards for uniforms.
f) The Park Operator **shall** comply with the Criminal Records Review Act and obtain a criminal record check on all its employees.

B. Public Control

The Park Operator, staff and contractors must control the park area to ensure the safety and security of Park Users and their property. The following actions must be taken when controlling the public:

1. Use Good Public Relations
a) Always be in uniform, neat and tidy.
b) Always identify yourself initially as Park Staff and establish your authority.
c) Be pleasant, but firm; show authority.
d) Always use the public relations approach (*see Attachment 3*).

2. Assess the Risk of Dealing With a Person or Group
a) Observe and analyze each potential conflict situation before acting.
b) Assess personal risk (*see Attachment 4*).
c) Prepare your approach before acting.

3. Be aware of what defines an offence at the Park
a) Generally, it is an offence when a Park User:
i.) creates or causes a deliberate unnecessary disturbance
ii.) does not obey a posted sign or posted Park Rules
iii.) parks in a way that interferes with use of roads or hurts vegetation
iv.) drives on an unauthorized road
v.) speeds
vi.) has liquor out and is not in a campsite
vii.) has liquor anywhere and is less than 19 years of age.

4. Begin warning people
a) Identify yourself and assert your position of authority.
b) Identify the offence being committed.
c) Give them one chance to correct their behaviour. Only if very minor disturbance should more than one warning be given.

5. Order a Park User to leave Park (eviction)
a) *See Attachment 2.*

6. Authority behind enforcement at Park

a) The Park Operator has considerable authority at common law to approach, direct, and order Park Users to comply or conform to rules, signs and safety. Failure of Park Users to do as requested can result in eviction orders. Failure to leave as requested places Park Users in trespass.

b) Always call the RCMP if the Park User is not doing as requested. **DO NOT USE FORCE.**

c) The Park Operator has the authority to arrest any Park User found committing theft, damaging property, impaired driving, assault and other serious (indictable) offences. Advise the Park User of the reason for the arrest, and request that they await the arrival of the RCMP. Reasonable force may used to detain a Park User until the RCMP arrives. Nevertheless, it is ***not recommended that force be used***.

7. Laying Charges

a) The Park Operator can ask the RCMP to charge a Park User when an offence is seriously affecting the enjoyment of the Park by other Users.
b) The Park Operator must be able to identify the accused and provide necessary information (*see Attachment 5*).

8. Reporting

a) The Park Operator must file an incident report and submit it to the RDN on a monthly basis.

9. Routine Checks

a) The Park Operator must check and secure the Park at night.
b) Only registered campers should remain in the Park after 11 pm. This policy must be strictly enforced to ensure consistency.

10. Controlling Access within Park

a) Keep roads clear and ensure parking is in authorized areas only. Authorized areas are marked.
b) Vehicles can only be towed if in an area marked as a tow-away zone.
c) Complete an incident report.

11. Noise Control

a) Noise control will be maintained by the Park Operator as required to:
   i.) establish quiet hours in the Park between 11:00 p.m. and 7:00 a.m.; and
   ii.) ensure that no equipment is operated in the Operating Area between 11:00 p.m. and 7:00 a.m. that may annoy or disturb park users, except as required to respond to emergencies.

C. Public Control Guidelines

To maintain a high degree of peace and order within the park, the Park Operator, staff and contractors must take the action indicated below:

1. **Rules and Bylaws**
   a) Inform Park Users of park rules as necessary and request their compliance.

2. **Violations**
   a) Advise Park Users who are contravening park rules that they are in violation and may be subject to enforcement action or eviction if they do not stop their activity.
   b) Order the eviction of Park Users who do not comply with warnings.

3. **Complaints and Disturbances**
   a) Record and report to the RDN complaints by Park Users about disturbances or other undesirable illegal activities in the Park on a monthly basis.

4. **Infractions of Law**
   a) Record and report to the RDN and the RCMP serious breaches of the peace of infractions of the law within 24 hours of their occurrence.

5. **RDN Property**
   a) Check the facilities and all equipment in the park for theft, damage or vandalism and report any occurrences immediately to the RDN.

6. **Park User Property**
   a) Record and report all incidents of theft, damage or vandalism of Park Users property to the RDN.

7. **Reporting Incidents**
   a) Always use Incident Reports to record incidents.
   b) Compile daily statistics on a Public Safety/park Security Report for the Park and submit to the RDN monthly.
   c) Complete a Complaint/Occurrence Report for more serious incidents and submit to the RDN as soon as they occur.

8. **Notebooks**
   a) Notes should be made in a notebook as soon as possible after an incident occurs. Details that should be recorded include:
      i.) time, dates, place and weather conditions
      ii.) full names, addresses and dates of birth
      iii.) description of the park users involved

iv.) what you personally saw and did
v.) what you heard (conversations of others)

b) Accurate records enable the RDN to deal with any criminal or civil proceedings that may arise at a later date.
c) Notebooks used by the Park Operator should be retained and kept in a safe place.

D. Public Safety Guidelines

An Evacuation Plan shall be prepared by the RDN. Once completed, it is the responsibility of the Park Operator, staff and contractors to be familiar with the Plan.

If any of the following situations take place in the park, the Park Operator, staff and contractors must take the following actions:

1. **Any area in the park or any building becomes unsafe for Park Users.**
   a) Close off the place/building and redirect the public away, including with temporary sign.
   b) Notify RDN.
   c) Fill out an Incidence Report (*see Attachment 1*).

2. **Any area in the park or any building becomes hazardous.**
   a) For fire: call 911 immediately and RDN. Organize local resources. Use wet towels for grass fires. Do not endanger yourselves or public by trying to put out fire.
   b) For animals: call conservation officer/911 and RDN.
   c) For water problems: remove hand pumps. Call RDN.
   d) In all cases, move people out of hazard's way. As required, organize an evacuation.
   e) Fill out an Incidence Report (see Attachment 1).

3. **A Park User is acting in an unsafe manner.**
   a) Tell them to stop. Provide only one warning. If they don't stop, move to eviction procedures *(see Attachment 2*).
   b) Fill out an Incidence Report (*see Attachment 1*).

4. **A Park User needs minor first aid.**
   a) Provide basic first aid.
   b) Encourage Park Users to see their doctors if any doubt.
   c) Fill out an Incidence Report (*see Attachment 1*).

5. **A Park User is missing.**
   a) Collect basic information about missing person: age, sex, features, condition, clothing wearing, other members of party, who saw them last, where, when.
   b) Call 911 immediately. Follow orders of RCMP.
   c) Call RDN.
   d) Organize groups to look in different areas, including water.

e) Fill out an Incidence Report (see Attachment 1).

6. A Park User is ill or injured.
a) Stabilize person as best as possible.
b) Call 911 immediately, and help direct ambulance to person.
c) Contact RDN.
d) Fill out an Incidence Report (*see Attachment 1*).

7. A Park User dies.
a) Do not move body, but cordon off private space. Remains at the scene.
b) Call 911 immediately, and help direct RCMP/ambulance to person.
c) Contact RDN.
d) Fill out an Incidence Report (*see Attachment 1*).

E. Emergency Procedures

The Park Operator and staff must be thoroughly familiar with emergency procedures.

1. Emergency Information
a) The Park Operator, staff and contractors **must** know emergency telephone numbers and that information must be accessible to park users at all times.
b) Current emergency contacts and telephone numbers **must** be posted for both staff and Park Users at the gatehouse and information kiosks.
c) The Park Operator **shall** establish and maintain a system of communication to provide regular and emergency telephone contact.
d) The location of the nearest payphone **must** also be posted.
e) The emergency information list must include:
   i.) Park Operator
   ii.) RCMP
   iii.) RDN
   iv.) Ambulance Service
   v.) Fire Department
   vi.) Hospital
   vii.) Forest Service 1 800 663-5555

2. Fire Suppression
a) The Park Operator must ensure that staff and contractors have current S100 fire training and are familiar with fire suppression procedures and fire fighting equipment.
b) In the event of a fire, the Park Operator must:
   i.) Undertake initial action to control any fire that threatens public safety and the Park and immediately notify the RDN
   ii.) Evacuate Park Users to a safe area upon the first sign of danger, and
   iii.) Notify the RDN and the Gabriola Island Fire Department and give complete directions and location of any fire that cannot be extinguished with initial action.

3. Storms and Floods

a) In the event of a heavy storm where falling trees or large waves pose a danger to the safety of Park Users, the Park Operator must caution Park Users immediately and consult the RDN or RCMP.

b) If deemed necessary by the RDN or RCMP the Park Operator must advise the Park Users to evacuate the Park and ensure that all Park Users leave the Park.

4. Evacuation Procedures

a) If the Park must be evacuated, the Park Operator must, in accordance with the Evacuation Plan (to be prepared) provided by the RDN, advise park users of the potential danger, request that park users leave the park, and close the park until the danger is passed.

Attachment 1 - Incidence Report

1. **Where** _____
2. **Date and time** _____
3. **Who was in authority at scene** _____
4. **Type of incident (tick and describe)**
   a) Injury _____
   b) Death _____
   c) Theft _____
   d) Eviction (note if registered camper, boater, day use) _____
   e) Loss _____
   f) Damage (to park, park user's property, park staff's property) _____
   g) Wild animal _____
   h) Hazard _____
   i) Found or unclaimed liquor _____
   j) Missing person _____
   k) Lost or found property _____
   l) Other _____
   _____
5. **Activity involved**
   a) Camping _____
   b) Boating _____
   c) Water (non-boating) _____
   d) Day-use _____
   e) Other _____
   _____
6. **Victim**
   a) Full name _____
   b) Date of birth _____
   c) Address _____
   d) Phone _____
7. **Witness(es)**
   a) Full name _____
   b) Date of birth _____
   c) Address _____
   d) Phone _____
8. **Advised (identify when call was made and who you spoke with)**
   a) RCMP _____
   b) RDN _____
   c) Conservation Officer _____

9. Assistance provided

a) First Aid _____
b) Search _____
c) Rescue _____
d) Ambulance _____

10. Charge laid (describe offence) _____

_____

_____

11. Describe Incident _____

_____

_____

12. Dollar loss

a) Park _____
b) Victim _____
c) Park Operator _____

Attachment 2 - Evicting A Park User

CONDUCT JUSTIFYING AN EVICTION ORDER

Disturbances
All forms of noise can result in ordering a Park User to leave. Disturbances caused by fighting, screaming, shouting, singing, swearing, insulting or obscene language, being drunk, and impeding or molesting other persons do not require a warning before eviction is ordered.

Give **one warning** for loud music, noisy generators, and other relatively minor infractions. Continuation after a warning is issued constitutes a deliberate and unnecessary disturbance.

Unauthorized Presence
A non-registered Park User in the Park after 11 pm, or in areas closed by signs (for example, park house) is automatically trespass.

Refusal to Stop after Warning Issued
Deliberate non-compliance with a warning is unacceptable conduct.

Unsafe Activity
Using a sling shot, discharging a firearm, speeding a vehicle, etc. may require direct eviction without a warning. Less serious examples of unsafe activity should be first addressed with a warning (give the person a chance to correct their behaviour).

Eviction Procedures
Advise Park User that due to conduct (identified above), they are being evicted. Evict the entire party as required.

Advise the Park User(s) that they are barred from returning.

Failure to obey the eviction order places the Park User in trespass under Section 41 of the *Criminal Code of Canada*. Repeat the eviction order.

Call the RCMP to assist as required.

Complete incident report and inform RDN of incident.

DO NOT USE FORCE.

Attachment 3 - Public Relations Approach

THINK AHEAD

Be calm, cool and collected.
Decide your approach depending on the situation.

Use effective body language

Present yourself as a friendly and concerned authority figure.
Do not let circumstances ruffle the way you present yourself.
Use the power of a smile to diffuse situations.

Speak effectively

Listen to all sides of a dispute.
Control voice tone, volume and inflection to show concern without emotion.
Do not swear or use obscene or insulting language
Give cautions, warnings and orders without abuse or contempt.

Attachment 4 - Assessing Personal Risk

Examine the situation well before approaching people.

Look at body language.

Rate the Park User's behaviour and approach as appropriate.

Condition White
Park User is relaxed or resting.
APPROACH

Condition Yellow
Park User is alert and active.
APPROACH

Condition Orange
Park User is showing some stress, is agitated, excited – usual when an offence is being committed.
APPROACH WITH CAUTION

Condition Red
Park User is showing high degree of stress, is swearing or using obscene or insulting language, could be confrontational or violent.
DO NOT APPROACH, seek assistance.

Condition Black
Park User is exhibiting panic, loss of control, fear, hate, dangerous behaviour, violence.
DO NOT APPROACH, seek assistance.

Attachment 5 - Information Required to Lay a Charge

1. **Accused**
   a) Full Name _____
   b) Address _____
   c) Birth date _____
   d) Date of offence _____
   e) Time and place _____

2. **What specific offence was observed**
   For example, "Saw Park User cause disturbance by swearing." Note that consuming liquor means you saw liquor being drunk.
   _____
   _____
   _____
   _____
   _____

3. **Proof of Identification** (record details)
   a) Birth certificate _____
   b) Driver's License _____
   c) M.V. Registration _____
   d) Credit card _____

Schedule No. 2
Facility Maintenance Standards

The Park Operator will be responsible for the overall maintenance and operation of park facilities, including the costs to operate and maintain the park facilities. The Park Operator shall undertake all repairs and upgrades to equipment and facilities costing less than $500. Repairs and upgrades to equipment and facilities costing more than $500 shall be undertaken by the RDN.

The RDN will only be responsible for capital repairs and replacements of existing facilities that are outlined in the Capital Plan.

A. Facility Maintenance Guidelines

1. To enhance service quality and efficiency, the Park Operator is expected to use best practices to maximize the life of Park facilities and to ensure their continued sustainable and economic service over that life.
2. The RDN expects the Park Operator to act with a high degree of independence.
3. The Park Operator shall meet "brand" and facility maintenance requirements, including the delivery of a high quality RDN service to the public, ensure their safety and security and protect the natural and cultural values.
4. Facilities will meet or exceed health and safety standards and be in compliance with all applicable legislation, regulations and RDN policies that directly impact facility design, operation, maintenance and reporting.
5. Facilities and services will meet or exceed performance levels as defined by the RDN.

B. Operational Maintenance

The Park Operator will be responsible for funding and conducting all campground operational maintenance for the duration of the Contract.

1. General

a) Routine maintenance (e.g. servicing, cleaning, inspection) of buildings, furnishings, roads, grounds and utilities to ensure that safe, clean and attractive conditions are maintained in all areas. Routine maintenance includes grass cutting, removal of invasive plants e.g. broom, garbage collection, campsite cleaning and waste removal.

b) Minor repair and replacement, including repair of broken fixtures, furnishings and signs, leaking taps, broken windows and door hardware in buildings and other similar types of work.

c) All labour, materials, supplies, parts, hardware, paint, vehicles, equipment, tools and clothing required to carry out routine maintenance, and minor repair and replacement.

d) All repairs and replacements to plumbing and mechanical or electrical equipment must be carried out by qualified licensed tradespersons.
e) Repair and replacement costs up to and including $500.
f) RDN approval will not be required for operational maintenance.
g) The Park Operator shall maintain a list of all repairs and replacements undertaken annually and submit it to the RDN.

2. Vehicle and Equipment Maintenance

a) Vehicle and equipment maintenance will be performed by the Park Operator as required, to ensure that they are clean, mechanically sound and suitable for the Park Operator's operations under the Contract.

3. Campground/Day-use Area Maintenance

a) Ensure campsite facilities are in a safe and fully operational condition.
b) Maintain campsites and surrounding area in a clean and tidy condition free of all litter, broken glass, garbage and foreign material.
c) Maintain fireplaces in a clean condition clear of ashes, coals and unusable wood.
d) Maintain picnic tables in a clean condition free of all cobwebs, dirt, grease and debris; and ensure soil is kept away from wood on table bases.
e) Retain campsite shape and definition by removal of weeds, encroaching vegetation and overhanging limbs to a minimum of 0.5 metres surrounding the campsite and driveway shoulders, raking the site and shoulders to present an overall clean and neat appearance.
f) Ensure water is properly drained away from campsites (by ensuring any ditches and culverts are kept clear and properly flowing).
g) Ensure number posts are maintained in good repair, in a firm vertical position and visible by controlling weed and brush growth. Replace any number posts damaged by vehicles or by vandalism.
h) Ensure picnic tables and park benches are kept safe and fully functional.

4. Garbage Collection

a) Ensure that all garbage containers are in good repair and fully functional.
b) Ensure that garbage containers are in a clean and sanitary condition free of stains and offensive odours.
c) Garbage shall be emptied before becoming overfull or at a frequency so as not to attract bears or other animals. Garbage bags to be replaced as necessary.
d) Maintain area surrounding the garbage containers free of all litter, debris, garbage and weeds.

5. Recycling

a) Ensure recycling containers are available.
b) Empty as required.

6. Firewood Provision

a) Ensure firewood is available for sale to park users throughout the Operating Season.
b) No beetle/bug-infested firewood shall be used.
c) The Park Operator may collect firewood from fallen trees around the park property.
d) Ensure no Park Users scavenge their own wood.

7. Hazard Trees

a) The Park Operator shall undertake a hazard tree assessment of the park property by a qualified professional once a year.
b) Hazard tree removal shall be undertaken by a qualified professional, with prior approval of the RDN.
c) The Park Operator will provide the RDN with detailed information when a tree or group of trees fails as a result of natural hazard.
d) Hazard trees may be cut for firewood.

8. Signs Maintenance

a) Ensure signs are in good repair, clean condition, visible and maintained in a firm vertical position with sign message oriented to provide maximum viewing exposure.
b) Maintain all informational and operational signage.
c) Maintain immediate area surrounding signs free of garbage, grass, weeds and brush.
d) Maintain information in a neat and orderly appearance; remove outdated and/or unauthorized notices and post information as required.

9. Parking Lots and Road Maintenance

a) Ensure the parking lot and roads are in good repair and fully functional condition, and all ditches kept free of encroaching brush.
b) Maintain parking lot, roads and facilities in a clear condition free of litter, rocks, weeds, debris, garbage and foreign material.
c) Maintain smooth parking lots and road surfaces.
d) Ensure shoulders, edges and ditches are free of encroaching vegetation and overhanging limbs to present an overall neat appearance.
e) Ensure culverts, ditches and bridges are clear to allow for proper drainage.
f) Ensure all curbs, barriers and vehicle control devices are properly aligned and in good condition, including line paint (road and parking lot marking).
g) Ensure emergency vehicle access is maintained at all times.

10. Park House

a) The outside of the park house shall receive daily checks.
b) The inside of the park house shall receive monthly checks.
c) Security of the park house shall be maintained at all times.
d) If the park house gets broken in to, the RDN shall be informed immediately.

11. Painting and Staining

a) All facilities that have paint or stain finish must be maintained free of major chips, scratches, flaking and fading.

12. Pit Toilet Maintenance

a) Ensure pit toilet buildings and fixtures are in a safe and fully functional condition.
b) Maintain pit toilets and fixtures in a clean and sanitary condition free of dust, dirt, stains, mould, cobwebs, graffiti, garbage, excess water, unpleasant odours and all foreign material.
c) Ensure roof is kept clean and clear of branches, leaves, moss, litter, dirt and debris.
d) Provide as required toilet paper, deodorant and deodorizing chemical (lime products not to be used).
e) Maintain area surrounding the pit toilet free of all litter, debris, garbage, weeds, encroaching vegetation and overhanging limbs.
f) Ensure a minimum space of 0.6 metres between faecal level and floor level.

13 Trail Maintenance

a) Ensure all trails, walkways, paths, and steps are safe and in a fully functional condition.
b) Maintain trails, walkways, paths, steps, and adjacent areas in a clean condition free of litter, garbage, rocks, limbs, windfall trees, encroaching vegetation and other foreign material that may pose a hazard or restrict park user access.
c) Ensure culverts and ditches and bridges are clear to ensure proper drainage.

14 Fence Maintenance

a) Maintain all fencing in a good state of repair.
b) Repair immediately any damage to fencing that poses a safety hazard; and when this is not possible, secure the area from public access until repairs can be done.

15. Parking Area Maintenance

a) Ensure facilities are in a safe and fully functional condition.
b) Maintain facilities free of all litter, garbage, weeds, sand, gravel, mud and all foreign material.

16. Beach Area Maintenance

a) Maintain beach areas free of litter, garbage, broken glass, driftwood, weeds and all foreign materials.
b) Ensure marker buoys and other facilities and equipment in the beach area are in good repair.
c) Ensure first aid supplies are available at the gatehouse and location is posted on the information kiosks. Replace items as necessary.

17. Lawn Mowing

a) Ensure lawns are mowed, and in a clean and tidy condition free of all litter, garbage, debris, foreign materials and excess grass clippings.
b) Ensure that immediate areas surrounding trees, signposts, stairs, fences, buildings and edges along walkways are trimmed to present a neat and tidy appearance.

18. Pesticide, Herbicide and Fertilizer

a) Maintenance involving the use of pesticides, herbicides or fertilizer will only be performed after appropriate licensing has been acquired and written approval of the RDN has been obtained.
b) Apply products according to the product manufacturer's directions.

19. Paint and Stain

a) One third of picnic tables, benches, and outhouses shall be painted.
b) Prior to treating all surfaces must be adequately prepared prior to application of paint/stain including: remove all graffiti removed, scrape and sand, and wash the tops, ends and all exposed surfaces with tri-sodium phosphate (TSP).

C. Water System Maintenance

1. General

a) Ensure that water systems are safe and in a fully functional condition and meet provincial standards.
b) Water system performance shall be regularly monitored.

2. Water Pumps

a) Maintain water pumps and immediate area in a clean and sanitary condition free of mould, sand, gravel, weeds, litter, garbage and foreign material to present a neat appearance.
b) Service pumps, replace washers and springs regularly.
c) Ensure drains are sanitary, free running and clear of accumulated debris.
d) Maintain water pump free of rust. Lubricate and paint as required. Replace gaskets, o-rings and washers regularly and as required.

3. Water Source and Distribution Lines

a) Ensure water quality equipment is operating as designed and is serviced according to manufacturer's instructions.
b) Service pumps and like equipment as required, before start-up, and in accordance to manufacturer’s instructions.
c) Operate and inspect all valves to ensure operability.
d) Test pressure reducing values regularly to ensure operability.

D. Preventative Maintenance

1. Preventative Maintenance Amount

a) The Park Operator will be responsible for funding all preventative maintenance to $500.

2. Preventative maintenance

a) Preventative maintenance shall be undertaken in low season.
b) Scheduled repair or component replacement of park facilities to keep them in optimum working condition e.g. road grading, roof repair, facility painting programs, furniture replacement, trail repair, campsite graveling, vegetation restoration; and
c) Scheduled overhauls and diagnostic maintenance to prevent breakdowns and extend facility lifespan. This will include regular inspection of the park facilities and the establishment of a facility maintenance plan (a component of the annual operating plan presented to the RDN for review) which will outline priority projects to ensure facilities remain safe, meet industry standards and comply with the Park Operator's operating standards.
e) The Park Operator will supply all the project management requirements to carry out efficient and cost effective preventative maintenance repair and replacement projects that have received approval from the RDN.
f) The Park Operator will have to estimate costs and schedule projects appropriately to ensure funding is available for annual preventative maintenance and scheduled condition assessments.

E. Operation And Maintenance Records

1. Records

a) Ensure a record system is established and maintained for facility operations and maintenance.
b) Maintain up-to-date operating logs for all dynamic facilities and critical facility components where applicable, e.g. pumps, machinery, etc.
c) Maintain records of all maintenance, repair and replacement activities.
d) Maintain a work order system with sufficient detail that permits the RDN to:
    i) determine compliance with the annual operating plan;
    ii) ensure quality work;
    iii) identify and track maintenance, repair and replacement costs;
    iv) identify undesirable operating and maintenance issues (e.g., frequent disruptions to service; undue costs; poor performance).
e) Maintain a copy of all records, and have them available at all times for inspection by the RDN.

F. Facility Maintenance Plan

1. Facility Maintenance Plan

The facility maintenance plan shall include:

a) Proposed preventative maintenance projects for the RDN to review and provide written approval, as part of the annual operating plan.
b) Projects that have been identified and prioritized.
c) Annually report on preventative maintenance projects completed, as part of the annual operating plan.
d) Maintain up-to-date records on preventative maintenance repairs and replacement projects available at all times for inspection.

Schedule No. 3
Campground & Boat Launch Operations

A. Camping

1. Hours of Operation

a) Park gate is open at 7 am and closes at 11 pm.
b) Checkout time for all campsites no later than 11 am; check-in time ends at 10 pm.

2. Parking

a) All vehicles must be parked in designated parking areas or campsites at all times.
b) No parking on any campground lanes and on park roads.

3. Garbage

a) Garbage cans provided in day-use area.
b) All campers to use large container garbage cans.
c) All cans and bottles to be placed in recycle bins as provided by Park Operator.

4. Number of People and Vehicles per Campsite

a) Maximum of eight (8) people per single campsite, no more than four (4) of which can be adults, an adult being 16 years of age or over.
b) For group camping, party must include at least 15 people, with minimum of five (5) people per site. One vehicle with trailer or towed vehicle permitted per campsite.
c) No more than one RV per site.

5. Length of Stay

a) Maximum length of stay is 14 days within a year, not necessarily consecutively.
b) Additional stays may be allowed if vacancies permit; to be determined by Park Operator.

6. Campfires

a) Campfires in metal fire pits only.
b) Wood sold by Park Operator at campsites.
c) No scavenging for wood by Park Users permitted in Park.
d) Campers to remove all garbage from fire pit and campsite before vacating Park.

B. Boating

1. Boat Launch Hours of Operation

a) Boat launch ramp opens at 7 am and closes no later than 9:30 pm or dusk; whichever is earlier and as determined by Park Operator.

2. Boat Launching and Parking

a) Kayak tour groups shall drop off kayaks only in parking area.
b) No parking of vehicles at or around boat launch.
c) Day-users must park vehicle in a designated parking area.

Schedule No. 4
Financial & Administrative Management

A. Financial And Administrative Requirements

1. Banking Procedures

a) Establish a dedicated bank account to which the campground revenue (i.e. campsite fees, firewood, and concession) will be transferred on a daily basis.
b) Be responsible for all administration costs associated with park operations.
c) Prepare and submit revenue and activity reports to the Regional District on a monthly basis.
d) Ensure revenues collected are kept secure.
e) Contact a local financial institution each Monday morning for the US dollar exchange rate. This rate must be posted on the information board at the gatehouse and used for seven days.

2. Park User Fees

a) All parties must pay the full appropriate fee for service provided.
b) Camping fees are as follows: $15 per night per campsite in high season. Low season rates shall be set by the RDN.
c) The Park Operator shall establish fees for firewood.

3. Group Camping Rates

a) The nightly camping fee for non-profit youth groups (schools or guide/scout troops) camping at Descanso Bay Regional Park is $2 per person per night.

4. Camping Reservation Service

a) Supply, maintain and operate a reservation and inquiry system 24 hours a day.
b) The Park Operator shall set up and maintain a 1-800 phone number.
c) Missed reservations will result in a credit card charge for one night and cancellation of the reservation.
d) 50% of campsites shall be available for reservations.
e) All reservations to be confirmed by Park Operator with a reservation number.

5. Refunds

a) Any park user who does not wish to stay after paying for a campsite, is entitled to a refund for the remaining prepaid fees provided the campsite is vacated prior to 11:00 a.m.
b) A park user, after occupying a campsite overnight is entitled to a refund if an exceptional circumstance occurs such as an emergency evacuation, stolen or vandalized property, damage to property or injury by a natural occurrence and a medical emergency (refunded upon receipt of a medical or death certificate).
c) Document all refunds.

d) Ideally, the park user should vacate before 11:00 a.m., but as it may not be possible to contact the Park Operator or its staff prior to this deadline, some discretion should be used. The Park Operator should also bear in mind the desirability of keeping the customer satisfied and avoiding conflict.

6. Visitor Use Statistics

a) Maintain accurate daily records of visitor use by recording statistics including place of origin; number in party; number of adults and children; and number of nights.
b) Submit records monthly during the Operating Season.
c) Visual counts of the day-use area are to be taken once daily during the peak use period.

7. Reporting

Table 1 summarizes the reporting requirements between the Park Operator and the RDN.

	As needed	**Monthly**	**Beginning or end of season**	**Annually**
Operating Plan *****				
Facility Maintenance Plan				
Marketing Plan				
Public safety and park security compiled daily				
Incident report notebook compiled daily				
Criminal incidents				
Visitor statistics compiled daily				
Revenue and activity reports				

*****Operating Plan

a) Shall be developed in the low season.
b) Shall include a review of the previous years activities and proposals for the upcoming year in the following areas:
    i. Facility maintenance plan includes schedule of facility operations, maintenance and repairs; details of repairs and replacements; operating logs of machinery; work order system; risk management evaluation including hazard tree assessment; and maintenance standards evaluation.
    ii. Marketing plan includes visitor statistics (place of origin, number in party, number of adults and children and number of nights); visual counts in day

use area; advertising initiatives; inquiries; promotional material review; and memberships.

iii. Operational review includes campsite suitability; staff scheduling and training; user fees; park operating season and hours; signage requirements; special events; and interpretation/education information and activities.

iv. Financial review includes annual financial statement summarizing all park operations; monthly revenue and activity reports; and visitor statistics.

APPENDIX IV - Ancillary Uses

A. Concession

1. **Location**
   a) The Park Operator may establish a concession to be sited at the park entrance.

2. **Licensee**
   a) The Park Operator may allow a licensee to operate a concession.

3. **Concession Building**
   a) The concession may consist of a cart, trailer or stand and shall not exceed 10 m^2.
   b) Any sun/rain shelter must be supported by the cart, trailer or stand and shall have a minimum canopy height of 2 metres.

4. **Products**
   a) The concession shall sell only pre-packaged dry goods.
   b) Foods requiring any preparation or cooking are not permitted.
   c) Vending machines are not permitted.

5. **Signage**
   a) One non-illuminated sign is permitted for the concession provided that the sign:
      i) Does not exceed 0.27 m^2.
      ii) Is displayed on the exterior wall face of the cart, trailer or stand.
      iii) Is professionally constructed.

6. **Garbage**
   a) The vendor will be responsible for litter created by products from their concession, as well as the cleanliness of their unit and surrounding area within 5 metres.
   b) The vendor shall supply suitable garbage receptacle lined with a plastic garbage bag and the garbage shall be removed on a daily basis.

7. **General**
   a) No eating area is permitted.
   b) Concession business shall not detract from Park Operator's ability or availability to carry out duties as Park Operator.

B. Rentals

1. **Location**
   a) Equipment rental shall take place from the concession or Park Gate house

2. **Permitted Rentals**
   a) Non-motorized boat rentals including appropriate safety equipment.
   b) Bicycles including appropriate safety equipment
   c) Equipment relating to camping and fishing.

3. **General**
   a) All rental equipment shall be maintained in good repair.
   b) Rental equipment shall be stored above the flood construction elevation.