

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY COMMITTEE**

**MONDAY, May 13, 2013**

**3:30-4:30 PM**

*(Nanoose Place, 2925 Northwest Bay Road, Nanoose Bay)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

*Motion to receive late delegation.*

**MINUTES**

3-5

Minutes of the regular Electoral Area 'E' Parks and Open Space Advisory Committee meeting held March 4, 2013.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**UNFINISHED BUSINESS**

Blueback Community Park – Review of Summary Report & Proposed Design Direction

**REPORTS**

6-14

Monthly Update of Community and Regional Parks and Trail Projects – Feb/March 2013

Fairwinds Rezoning Update (verbal)

15-16

Electoral Area 'E' Community Parks 2013 Detailed Project Plan

Community Parks and Trail Strategy (CPTS) Update

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**ADJOURNMENT**

*Motion to adjourn.*

***Community Parks and Trails Strategy Open House to follow – 4:30-7:30pm***

**NEXT MEETING**

**October 7, 2013**

**7pm**

**Nanoose Place**

Disbursement: G. Holme, G. Wiebe, R. Rogers, R. Orr, P. Law, G. Thornton, V. Voros, J. Jarvis  
T. Osborne, W. Marshall, E. McCulloch

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF ELECTORAL AREA 'E' PARKS AND OPEN SPACES ADVISORY  
REGULAR COMMITTEE MEETING HELD  
Monday March 4, 2013**

**Attendance:** Director George Holme - Chair  
Peter Law  
Randy Orr  
Gordon Wiebe  
Robert Rogers  
George Jarvis

**Staff:** Elaine McCulloch, Parks Planner  
Dave Palidwor, Superintendent of Park Planning and Development  
Wendy Marshall, Manager of Park Services

**Regrets:** Vicki Voros

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**CALL TO ORDER**

Director Holme called the meeting to order at 4:30pm.

**MINUTES**

G. Wiebe noted a spelling error on page 4. 'Finding' in 2<sup>nd</sup> to last paragraph should be 'funding'.

MOVED G. Wiebe, SECONDED G. Jarvis that the Minutes of the November 5, 2012 meeting be approved with the noted correction.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**Nanoose Place Landscaping Request for Assistance**

R. Rogers asked for an update on the Nanoose Place request from the Nanoose Place Recreational Society. Ms. Marshall indicated that RDN Parks staff met with the Society on site and flagged the plants/trees that are to be moved. The Society is going to mark the location of the septic tank on the property before the plants can be moved.

**UNFINISHED BUSINESS**

**Blueback Community Park Consultation Process:**

Ms. McCulloch provided a series of reports compiled from responses to the Public Survey for the Blueback Community Park in November 2012.

The reports:

- **Blueback Community Park Community Consultation Survey #1 Summary Report: Non-Resident Responses.** The report summarizes how 44 respondents from people who live outside Electoral Area 'E', answered the seven (7) questions concerning their views about Blueback Park. These non-Resident respondents were all Scuba Divers. Their response to Q. 4 included a need for toilets, more parking and a dive staging area.  
  
**Blueback Community Park Consultation Survey #1 Summary Report: Resident Responses.** The report summarizes how 44 residents of Area E answered seven (7) questions concerning their views about Blueback Park. The majority of residents who responded live within a 20 minute walk of the park. Their responses to Q.4 included improved trail to the beach, removal of Blackberry, include a launch for small watercraft and provide a grassy area.
- **Blueback Community Park Community Consultation Survey #1 Summary Report: All Responses.** The report Residents Survey with the Non Residents Survey with 92 respondents. This report includes the "comments" provided by respondents.

Responses to the survey were categorized by Ms. McCulloch for summary purposes. Ms. McCulloch requests POSAC members to review these Summary reports, and provide comments to her by April 1<sup>st</sup>.

MOVED G. Wiebe, SECONDED G. Jarvis that the Blueback CP Community Survey report be received.

CARRIED

## REPORTS

### Monthly Update of Community Parks and Regional Parks and Trails Projects

Ms. McCulloch provided a brief summary of the Community Parks and Regional Parks and Trails Projects for Area E for November/December 2012.

P. Law asked about the status of the RDN Parks discussions concerning the Fairwinds Comprehensive Development Plan. Ms. Marshall responded that RDN Parks staff have responded to Fairwinds proposed plans.

Ms. McCulloch provided a brief summary of the Community Parks and Regional Parks and Trails Projects for Area E –January 2013.

MOVED G. Wiebe, SECONDED G. Jarvis that the Reports be received.

CARRIED

## NEW BUSINESS

### Parkland Classification

D. Palidwor provided a summary of the RDN Community Parks and Trails Strategy which is now underway. The project is expected to be completed by September 2013.

Mr. Palidwor provided a handout titled "Community Parks Classifications and Land Suitability Criteria". Mr. Palidwor explained each "new" classification in detail. Mr. Palidwor handed out RDN Area E (Community) Park Classifications. He asked the POSAC if a sub committee of members could provide a review of this Draft classification list. R. Rogers, G. Wiebe, V. Voros were appointed to review the list and provide comments to Mr. Palidwor (and POSAC members) by April 1, 2013.

P.Law asked whether the 2001 Nanoose Bay Parks and Open Space Plan is to be referenced in this review. Mr. Palidwor noted that the Nanoose Plan should be reviewed by the sub-committee to ensure nothing is missed.

Mr. Palidwor encouraged POSAC members to attend the Open House following the meeting, as maps of Community Parks and Comment sheets are available for further input into the Parks and Trails Strategy.

### **ADJOURNMENT**

MOVED by G. Wiebe, SECONDED by P.Law, that the meeting be adjourned at 5:30 pm.

CARRIED

## Parks Functions Report

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**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** April 15, 2013

**FROM:** Wendy Marshall  
Manager of Parks Services

**FILE:**

**SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects**

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During February and March staff have been involved with the following projects and issues.

### **Electoral Area Community Parks**

#### **Area A**

At Pylades Drive beach access staff inspected the washroom enclosure and trail, removed dog feces from the trail and brushed the trail corridor. Minor maintenance work was also conducted at Ritten Road boat launch.

Additional stair improvement work was carried out at the Nelson Road boat ramp to fix the lower step in the high tide area. A cleanup of the site also took place.

Staff prepared and distributed the February 20<sup>th</sup> PRCC meeting agenda package including the Active Transportation Plan Summary of Recommended Actions; Summary of Potential Community Park Projects; 5 year Planning Worksheet; 2013 Detailed Project Plan and attended the meeting.

In response to an audit request from the Habitat Conservation Trust Fund (HCTF) – the funding source for the Quennell Lake Car Top Boat Launch development project – staff provided a financial summary for the project and attended a site meeting with representatives from HCTF and the Ministry of Forests, Lands and Natural Resource Operations.

#### **Area B**

Two park entrance signs were installed at Huxley Community Park. The newly stripped and refinished signs were constructed by park volunteers nearly 20 years ago, and are now on new timber posts and located adjacent to the parking area entrance. A park cleanup and pruning was also completed, including the removal of a flight of concrete steps placed in the park skateboarding area. Graffiti removal and prevention work at Huxley Community Park was carried out, with an anti-graffiti coating applied to the main target wall near the parking lot.

At Rollo McClay Community Park a large broom removal project was undertaken by volunteers. Hazard tree work originally scheduled to occur in March has been postponed due to bird nesting season. A park clean-up was also completed. Final plumbing and electrical work around the irrigation pond was also carried out in March.

Beach access stair replacement work continues at South Road Community Park. Completion of this project is now expected in mid-April.

Parks Staff attended a meeting with representatives from RDN Planning and Islands Trust Planning to discuss the Island's Trust initiative to review and update current land use designations and zoning categories of parks on Gabriola Island to ensure that the designations and zoning are appropriate to their particular use.

Staff prepared and distributed the April 2<sup>nd</sup> POSAC meeting agenda package including the 2013 Detailed Project Plan and the 5 year Planning Worksheet-2014-2018 and attended the meeting.

Staff prepared the draft Mudge Island Water Access-Survey #1 Compilation of Responses.

Staff worked on the Huxley Community Park Planning Process Request for Consultant Services.

#### ***Area C - Extension***

At Extension Miners Community Park staff cleared the trails and kiosk of debris and removed garbage from the site. A hazard tree was also removed.

#### ***Area C - East Wellington/Pleasant Valley***

Site clearing at Anders and Dorrit's Community Park is now substantially completed, with heavy equipment and disposal bins now moved off the property. Additional clean-up work and reseeding of disturbed areas will be carried out in the coming weeks.

At Creekside Community Park staff cleared and brushed the walking trail and removed garbage.

A playground inspection was completed at Meadow Drive Community Park.

#### ***Area E***

Staff provided a response to a Planning referral regarding the outstanding parks-related items requiring attention by Fairwinds before their rezoning application can be considered complete.

Staff completed the draft Phase 1 Community Consultation summary for the Blueback Community Park Planning Process.

At Prawn Road Community Park staff cleared debris and removed garbage from the trail. At Park Place Community Park staff conducted a trail inspection and monitored newly planted Garry Oak trees. At Blueback Community Park staff removed overgrown blackberry bushes and carried out a park clean up at Jack Bagley.

Staff prepared and distributed the March 4<sup>th</sup> POSAC meeting agenda package and attended the meeting.

#### ***Area F***

Hazard tree identification and marking was completed along the Carrothers-Leffler section of the ACT trail. On site planning continued, in order to discuss setbacks, culvert selection and neighbour notification. Staff Worked with surveyor on confirmation of the Carrothers Rd plan, and survey of the Price Rd undeveloped road allowance. The 2008 Carrothers Rd plan was confirmed and clarified, and

the southern boundary marked on the ground with stakes. The Price Rd. survey shows that the existing footpath is entirely within the road allowance so trail just needs to be formalized.

Staff liaised with the Errington Community Hall Board regarding their interest in improving road edge for parking along Community Park side of Veteran's Road. A site meeting with MoTI will be arranged when the Ministry staff come to review the Carrothers development plan.

Staff corresponded and attended a site meeting with a community member interested in developing a bike park in the Coombs-Errington area.

Staff attended a meeting with the Corcan-Meadowood Road Association (CMRA) to discuss community contributions to the Phase 1 development of Meadowood Community Park.

A hazard tree assessment was carried out, and an arborist report was ordered following neighbour complaints of hazard trees adjacent to private property, at a community park next door to the Errington Fire Hall. Report results and follow up tree falling work is expected for April.

Staff received and approved requests from BC Hydro for hazard tree removal at two community park sites. This work is likely to be conducted in April.

At Malcolm Park staff removed fallen debris from the trail. At Errington Community Park staff cleaned and removed garbage from the property. A hazard tree inspection was also completed, and tree falling and limbing work ordered. At Harris Crescent Community Park staff removed garbage and inspected the trails

Staff prepared and distributed the March 6<sup>th</sup> POSAC meeting agenda package and attended the meeting. At the meeting a report on the Arrowsmith Community Trail (ACT) work was presented.

### **Area G**

Staff attended a meeting with RDN Planning staff, Ministry of Transportation representatives and the applicant to clarify the rezoning and subdivision requirements for 691 Wembley Rd.

Staff met with the Engineer to discuss the design of the San Pareil boardwalk. An inquiry was submitted to Crown Lands regarding development restrictions related to San Pareil parcel where the boardwalk ran and it was confirmed no covenants encumber the lands. Once the boardwalk design is completed, it will be submitted to MoE for approvals.

Water skiing jumps were removed from the groundwater retention ponds at River's Edge Community Park. A large amount of illegally dumped garbage was also removed from the site.

Septic tank assessment work began at Dashwood Community Park. Follow up investigation as well as tree pruning is scheduled for April.

Staff investigated a report of an excavator trespassing and conducting land clearing on park land at Columbia Drive Community Park and are following up with this issue.



Park identification signs were replaced at both Boulton and Maple Lane Community Parks and additional hazard tree work was carried out at Riley Road Community Park. At Maple Lane Community Park staff replaced the entrance sign, removed old tires, and cleared the trail.

Staff attended a site meeting with POSAC members, RDN Planning staff and the applicant to discuss the proposed park land dedication in conjunction with the proposed rezoning for 691 Wembley Rd.

Staff attended a pre-application subdivision meeting with RDN Planning staff and the applicant to discuss potential park land dedication in conjunction with an upcoming subdivision application for 743 Drew Rd.

Staff prepared and distributed the March 11<sup>th</sup> POSAC meeting agenda package and attended the meeting.

### ***Area H***

A sod turning event took place on March 8<sup>th</sup> to celebrate the construction start for Henry Morgan Park. Elected officials from the Province and the RDN were on hand to recognize the community efforts that contributed to this new facility including a Provincial grant in the amount of \$85,000.

The contractors have made some progress during March with clearing, grading, silt control and base preparation for the sport court and bike pump track. Works have been delayed due to high water table issues that will require additional drainage works. Engineering consultants are working with staff on a solution and work is expected to resume early in April.

Site clean-up and understory pruning were completed at Dunsmuir Community in order to improve security and visibility of the park from the road. A new entrance sign was also installed.

Staff liaised with Ministry of Forests and Range staff regarding a forest land interpretive sign to be installed at Wildwood Community Park.

Staff also liaised with BC Hydro regarding the potential installation of a security gate in the Corcan/Bayliss Road area, in order to curb ongoing illegal dumping activity. Follow up work to continue in April.

Staff received a request from a local contractor to make improvements to a set of beach access stairs at a Ministry of Transportation and Infrastructure (MOTI) site on Shoreline Drive. Additional internal discussion and with MOTI staff are required before proceeding.

Staff contacted a park neighbour regarding trespass of a wood property boundary fence along the northwest boundary of Islewood Drive Community Park. Fence removal and follow up work expected to occur in April.

Staff conducted a site meeting with a park neighbour following their report of a hazard tree at Leon Road Community Park. There was no hazard found to exist.

A park clean-up was completed at Dunsmuir Community Park.

## **Community Parks and Greenways Strategy**

Open House events for each of the four Electoral Areas were completed by March 11<sup>th</sup>. Public engagement summaries are being developed including the results of the online surveys. Staff are reviewing the feedback and creating draft maps and visions for each area. Staff are also preparing for the next round of surveys and Open Houses scheduled to begin in May.

## **Regional Parks**

### ***Arboretum***

Park staff met with volunteers to discuss a plan to stop vandals from entering the park with 4x4 vehicles. Volunteers installed the new rocks for barriers for off road vehicles in March. A volunteer work party consisting of 11 people installed a new entrance sign and new tree identification signs.

### ***Benson Creek Falls Regional Park***

The Terms of Reference for the development of a 10-year management plan (2013-2023) were recommended for approved by RPTSC meeting on February 5<sup>th</sup> and were approved by the Regional Board on February 26<sup>th</sup>. Staff visited the park with Ursus Consulting who is undertaking an Environmental Overview of the park. The Request for Proposal package was prepared and posted on the RDN website, Civic Info and BC Bid. The deadline for proposals is April 15.

Park staff completed a sign inventory and replaced a post and sign along the trail. Park staff also cleaned up garbage that was dumped in the parking area and conducted park inspections and maintained trails.

### ***Coats Marsh Regional Park***

Staff met with the engineer who is creating working drawings for the berm to prevent flooding onto the neighbour's property. The drawing will be completed by the end of April for Ministry approval with construction taking place in August.

Park staff monitored the pond leveler and grass seeded the berm.

### ***Descanso Bay Regional Park***

Park operator installed new gates, removed trees leaning on the Ivory Road chain link fence and installed speed bumps.

Park staff pruned the trees along the main roads and day use area and delivered new fire rings.

Water services staff conducted maintenance on the water system.

Staff received the 2012 year-end financial report and occupancy statistics from the park operator with no significant change from 2011 figures.

### ***Englishman River Regional Park***

Park Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park. Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees.

Staff replaced vandalized trail signage at the Middlegate Road trailhead. The Community Fisheries Development Centre work crew completed construction of the new trail linking the bridge to the park.

Staff visited the park to investigate improving the entrances to the park at Allsbrook and Middlegate (e.g. organizing signage, trail entrance signs).

### ***Horne Lake Regional Park***

Staff continued to work with the new park operator, RLC, on set-up and agreement conditions. Staff introduced them to the Horne Lake Strata management and reviewed programmed recreation plans. Work was concluded with the park operator on four new park maps and updates of all park rules, regulations and processes as presented to the public. Staff worked with the RDN web master to conclude updates to all park pages and dealt with various technical issues, and complications related to the old park operator's web site. A comment card for park users was also developed.

A meeting was arranged with Island Timberlands to introduce the new park operator and discuss various park operations, gate issues and use of the easement road. The company has repaired and secured the south gate. Staff provided the company with the MoTI road research report on the 1911 Horne Lake Rd.

A surveyor was hired to identify the flood covenant height at the park entrance area, and to demarcate the edge of the 1911 Horne Lake Rd. This information is needed for any development at the site. Staff then worked with RLC regarding entrance area building plans.

Staff began working with MoTI on a sign permit application process for additional direction signs along Horne Lake Rd and Horne Lake Caves Rd.

Park staff inspected an ATV trespass issue near the BC Parks caves parking lot. RLC (the new park operator) offered to plug the holes with rock from our gravel pits as a short term solution.

Park staff delivered new fire pits to the campground, they also delivered cleaned freshly wrapped fire hose.

GIS staff and park staff GPS'd the park campgrounds, trails, roads and facilities to create a new map.

Park staff along with an engineer assessed the Qualicum River logging bridge as it was struck by a tree during a high water event.

Park staff conducted a danger tree assessment with a staff member from RLC.

### ***Lighthouse Country Regional Trail***

Staff made an application to MoTI for permission to install directional signage at Lioness Blvd.

Park staff cleared trails.

### ***Little Qualicum River Estuary Regional Conservation Area***

The terms of reference was concluded for vegetative restoration, invasive species removal and volunteer training at spit, in partnership with the BC Conservation Foundation. Training will be provided to volunteers from the Qualicum Beach Streamkeepers and the Guardians of the Mid-Island Estuaries.

The BC Conservation Foundation undertook first night swim in fish channel with more to follow throughout the spring in order to monitor fish stocks in the now deeper channel.

Staff received a draft interim report on the Canada Goose management research from the Guardians of the Mid-Island Estuaries and staff are following up on information in the report.

Park staff repaired a sign post in the beach access parking area on Surfside Road.

#### ***Little Qualicum River Regional Park***

Stairs were built at the swimming spot where there is a steep eroding bank. Park staff removed graffiti from a tree, cleaned up garbage in the parking lot and installed two trail counters.

#### ***Moorecroft Regional Park***

The 2013-2023 Moorecroft Regional Park Management Plan was posted on the RDN website along with information updates. Information and regulatory signage about fencing for environmental protection, dogs on leash and trail closures were developed and installed in the park. A temporary park entrance sign is being developed to inform visitors of the upcoming changes in the park.

Building removals have started at the park to remove 18 buildings as identified in the Management Plan. The demolition zone in the park has been closed to public access and signs for a detour route installed throughout the park at each trail head. A media release was prepared and information regarding the demolition posted on the website. A Hazmat team removed high level lead paint and asbestos from a couple of buildings. In preparation for the demolition parks staff removed light bulbs, light ballasts and character windows, recycled chemicals and paint found in separate buildings, disconnected the power, and emptied the wood shed.

Staff worked with the park volunteers, the Moorecrofters, on the development of communication materials for Moorecrofter fundraising events (posters, postcards).

Staff installed more split rail fence at Vesper point

#### ***Morden Colliery Regional Trail***

Staff investigated the upgrading of the trail tenure with Crown Lands and was directed to start the process when the existing licence of occupation expires in 2015. A survey will be required, along with extensive FN consultation.

#### ***Mount Benson Regional Park***

Staff continues to work on the covenant. Staff received a revised draft covenant from NALT. The draft covenant and map were reviewed and actions identified for the follow-up meeting scheduled for late March.

Park staff hiked up the trail system to remove several wind thrown trees from winter storms.

#### ***Nanaimo River Regional Park***

The Forest Genetics section of the Tree Improvement Branch of the Ministry of Forests, Lands and Natural Resource Operations, the Canadian Forest Service and Yellow Point Propagation conducted tests with densometers to compare genetically enhanced Douglas-fir in the research plantation in the park. They are to remove 100 trees from site for further testing in April. Staff worked with the various

agencies on getting approvals and to issues a media release. Interpretive material to explain the falling and the other research projects in place at the park was developed with the help of forest scientists.

Park staff conducted trail maintenance.

### ***Top Bridge Regional Trail***

Staff approached the City of Parksville to discuss their plans to upgrade the old trail structures along the riverside within Top Bridge Mountain Bike Park, part of the Regional Trail. A meeting will be held in the summer to discuss further.

Park staff conducted trail maintenance.

### ***Trans Canada Trail***

Staff worked with Compliance and Enforcement staff at the MFLNRO and BC Hydro regarding damage to the Spruston Rd kiosk from falling in area. It was determined that the tree fell naturally and was cleaned up by an unidentified person. Arrangements were made to repair the kiosk.

Staff contacted Harmac in regard to the use of their waterline for trail. The company responded that they do not want to consider any such public use of the lands unless their facilities are buried.

### ***Parksville - Qualicum Links***

MoTI completed the installation of way marking signage along the French Creek section of the PQB Links. The Town of Qualicum Beach completed their signage as well so the entire route is now way-marked.

Staff worked with the Oceanside Cycling Coalition event committee on preparation for the Way Marking Celebration scheduled for Saturday April 20<sup>th</sup>. Both City of Parksville and Town of Qualicum Beach will be participating.

Staff worked with Mapping on the development of a revised PQB Links map for use at the April 20<sup>th</sup> event. The maps will also be installed at each end of the Links as well as at Barclay Crescent Bridge, and will be used in the revised Parks and Trails Guide.

### ***Witchcraft Lake Regional Trail***

Staff liaised with the VIU Woodlot Manager regarding the recreational use of the woodlot and efforts by the Nanaimo Mountain Bike Club and rogue cyclists to build trails in the Woodlot. The development of a VIU woodlot interpretive sign as the trail enters the Crown lands was discussed.

### **Miscellaneous**

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public. Contract administration work for annual park maintenance contracts was continued in March. Staff also conducted an interview with a Ballenas Secondary School student regarding work training opportunities. A Parks Operations building safety inspection was completed and submitted to the Joint Health and Safety Committee.

Staff held a conference call with the MFLNRO concerning their cancellation of all Fire Control Cost Sharing Agreements and their initiation of a new agreement and program. There will be little change for the RDN and likely less cost in annual fee. Staff then worked with MFLNRO on the revised Fire Control Cost Sharing Agreement. Staff reviewed the intended content and duplication of lands where RDN trail runs over private forest lands and then worked with Mapping to update Schedule A and provide the Ministry with park shape files.

Staff worked with Recreation staff to conclude on park pages for the Active Living Guide, and to prepare for Golden Shoe Hunt 2013.

Staff obtained a briefing from MFLNRO on the Douglas-fir Protected Area land use designation, along with others, e.g., Old-growth, that are being applied to lands around the Region such as the Stewart Rd Crown parcels in Area E. Trails will be permitted in the Doug-fir Protected Areas.

Work started on a park donation program. Staff researched programs in other jurisdictions and will begin pulling together a draft policy.

***Park Use Permits and Events***

- Began park use permit work with Mid Vancouver Island Habitat Enhancement Society regarding 2013 Run the Third Annual River 5 km walk-run event
- Approved a park use permit application from the Gabriola 4-H club for the operation of the Rollo McClay concession during the 2013 ball season (April – August).
- Continued to liaise with Bluegrass Festival planners regarding a 2013 event permit.

**Recommendations**

That the Parks Update Report for February and March 2013 be received as information.

*Original copy signed by W. Marshall*

*Original copy signed by T. Osborne*

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Manager of Parks Services

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General Manager Concurrence

## RDN ELECTORAL AREA 'E'

### Community Parks

#### 2013 Detailed Project Plan

updated May 2013

A suggested schedule for completion of each phase of the project is presented in the following chart.

✓ = completed task

TASK	DESCRIPTION	2012	2013 TIMELINE												2014
			JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
<b>Administrative support for Parks and Open Space Advisory Committee (POSAC)</b>															
<b>Development Application Reviews</b>															
<b>Nanoose Public Boat Launch</b>															
1.1	Prepare summary report														
1.2	letter to DiAnne Hill & Mike Patterson, Schooner Cove Yacht Club														
<b>Blueback Master Plan</b>															
<b>Phase 1</b>															
✓ 1.1	Develop list of key & general stakeholders														
✓ 1.2	Base map & background info														
✓ 1.3	Develop project webpage (TOR)														
✓ 1.4	Prepare Open House #1 materials:														
	• site analysis														
	• issues, program, principles & vision														
	• draft online survey: issues, program, principles & vision														
	• advertising material (web, newspaper, posters)														
✓ 1.5	Staff Working Group Meeting #1 (Review OH.1 materials)														
✓ 1.6	Organize Open House Event														
✓ 1.8	Update webpage (background info; OH.1 date; survey.1)														
✓ 1.9	Stakeholder Contact														
	• survey.1 & Open House.1 invites														
✓ 1.10	Launch & administrate online survey.1														
✓ 1.11	<b>Implement Open House .1:</b>														
✓ 1.12	Prepare Phase 1 Engagement summary:														
	• Open House summary														
	• Survey.1 summary														
	• issues & constraints, program, principles & vision														
✓ 1.13	<b>POSAC Review #1 - meeting (part 1)</b>														
	• Engagement Summary.1 review														
✓ 1.14	Prepare proposed design/program direction for Phase 2														
1.15	<b>POSAC Review #1 - meeting (part 2)</b>														
	• Design direction review														
1.16	Staff Working Group Meeting #2 (Review engagement summary & design direction)														
1.17	Update webpage (phase 1 materials & next steps)														
<b>Phase 2</b>															
2.1	Prepare Terms of Reference for design consultants														
2.2	Review quotes & issue P.O														
2.3	Project start-up meeting with design consultant														
2.4	Prepare Open House.2 materials:														
	• draft vision, principles & program														
	• draft conceptual master plans (2-3 options) & associated cost estimates														
	• draft open house.2 online survey														
	• advertising material (web, newspaper, posters)														

TASK	DESCRIPTION	2012	2013 TIMELINE												2014		
			JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC			
2.5	Key Stakeholder interviews (in person)																
	• provide Engagement.1 summary/design direction/draft concept plans																
	• prepare questions & share with stakeholders in advance																
	• prepare interview summary (have interviewee approve)																
2.6	Staff Working Group Meeting #3 (Review OH.2 materials)																
2.7	Organize Open House.2 Event																
2.8	<b>POSAC Review #2 - meeting</b>												★ 7-Oct				
	• draft vision, principles & program																
	• draft conceptual master plans (2-3 options) & associated cost estimates																
	• draft open house.2 online survey																
	• advertising material (web, newspaper, posters)																
2.9	Update webpage (OH.2 date & survey.2)																
2.10	Stakeholder Contact																
	• survey.2 & Open House.2 invites																
2.11	Launch & administrate online survey.2																
2.12	<b>Implement Open House.2:</b>												▲ 19-Oct				
2.13	Prepare Phase 2 Engagement summary:																
	• Open House.2 summary																
	• Survey.2 summary																
	• stakeholder summaries																
	• final vision, principles, design goals & site program																
2.14	Prepare proposed preferred concept plan direction for Phase 3																
2.15	Staff Working Group Meeting #4 (Review engagement summary; plan direction; review with Operations staff)																
1.16	<b>POSAC Review #3 - email</b>																
2.17	Update webpage (phase 2 materials)																
<b>Phase 3</b>																	
3.1	Prepare On-line Open House.3 materials:																
	• final draft vision, principles & program																
	• draft preferred conceptual master plan; phasing plan & cost estimates																
	• draft open house.3 online survey																
	• advertising material (web, newspaper, posters)																
3.2	Staff Working Group Meeting #5 (Review OH.3 materials)																
3.3	Key Stakeholder contact (email)																
	• provide Engagement.2 summary/draft preferred concept plan/phasing plan/cost estimate/survey.3																
	• prepare feedback summary (compile email responses)																
3.4	<b>POSAC Review #4 - meeting</b>																
	• prepare agenda package: Phase 2 engagement summary; final draft vision, principles, program, on-line OH layout; draft survey.3; draft preferred concept plan, phasing plan & cost estimate; draft stakeholder contact																
	• review meeting minutes																
3.5	Stakeholder Contact																
	• on-line Open House.3 presentation/survey.3 invites																
3.6	<b>Update webpage (Open House.3 material; launch &amp; administrate Survey.3)</b>																
3.7	<b>Launch &amp; administrate online survey.3</b>																
3.8	Prepare Phase 3 Engagement summary:																
	• Survey.3 summary																
3.9	Prepare final preferred concept plan; phasing plan; cost estimates																
3.10	Prepare Board Report																
3.11	Present Board Report to POSAC																
3.12	Submit Board Report																
3.13	Final Revisions to Plans (if required)																
3.14	Update webpage (final report & concept plan)																