

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE  
MONDAY MARCH 16, 2015  
7:00 PM

*(Women's Institute)*

A G E N D A

PAGES

**CALL TO ORDER**

**ELECTION OF SECRETARY**

**DELEGATIONS**

*Motion to receive late delegation.*

**MINUTES**

3-6 Minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held November 4, 2014.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

GaLTT/POSAC Projects

**CORRESPONDENCE/COMMUNICATIONS**

7-8 I. Bulic, POSAC Member to A. Harvey, RDN Secretary, **RE: Resignation from Committee**

9-10 J. Schick, Mudge Island Land Trust Chair to H. Houle, EA 'B' RDN Director, **RE: – Mudge Island Water Accesses**

*Motion to receive Correspondence/Communications*

**REPORTS**

11-18 Monthly Update Regional and Community Parks and Trail Projects – October 2014

19-26 Monthly Update Regional and Community Parks and Trail Projects – Nov-Dec 2014

Monthly Update Regional and Community Parks and Trail Projects – Jan-Feb 2014  
*(handout)*

Davidson Bay Parking Lot Update *(verbal)*

27-33 Huxley Park Master Plan Report

*Motion to receive Reports.*

**NEW BUSINESS**

34-36            2014 Accomplishments

37-45            2015 Workplan

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

June 2<sup>nd</sup>, 2015  
7:00pm  
Women's Institute

Disbursement: H. Houle (Chairperson), M. Walker, J. Eastick, J. Young, S. Betts, M. Woolley, T. Osborne,  
W. Marshall, E. McCulloch

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
TUESDAY, November 4, 2014  
7:00pm**

***(AGRICULTURAL HALL)***

**Attendance:** Howard Houle, Director, RDN Board, Chair  
Jacinthe Eastick  
Randy Young  
Sam Betts  
Mark Woolley  
Ivan Bulic

**Staff:** Elaine McCulloch, Park Planner

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**CALL TO ORDER**

Chair Houle called the meeting to order at 7:03 p.m.

**AGENDA**

Amendments to the agenda included adding "GaLTT /POSAC PROJECTS – update" under "Reports"; adding "Business arising from Delegations", "Business arising from Correspondence" and "Business arising from the Reports" before "New Business"; and adding "POSAC Appointments" under "New Business".

MOVED Randy Young, SECONDED M. Woolley to adopt the agenda as amended.

CARRIED

**LATE DELEGATIONS**

MOVED R. Young, SECONDED M. Woolley to receive the late delegations.

CARRIED

**Bob Meyer - Gabriola Softball Association**

Mr. Meyer presented a Playground Project for Rollo McClay Park for endorsement. The Association has "about \$4,000" towards the realisation of the project, hopefully in the Spring 2015. A sketch of the location, material list and cost estimate were provided. Chair Houle pointed out that volunteer hours should always be listed in the cost estimate.

**Mary Gillis - Fenced Off Leash Dog (FOLD) Park Committee**

Ms. Gillis presented a map of Rollo McClay Park with the outlined area for the Dog Park. The Group considers Rollo McClay Park more suitable than the previously considered Paisley Park. 1.5 acres would be adequate. The Group has enthusiastic supporters, eager to fund-raise or to do whatever is needed to get the project completed as soon as possible. Committee member Young cautioned that the fence area not block an existing trail. He will meet with representatives from the group to walk the trails. The group feels that 1.5 acres would be sufficient space for the off-leash dog park.

## MINUTES

MOVED R. Young, SECONDED S. Betts to adopt the Minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held June 3, 2014, as presented.

CARRIED

## CORRESPONDENCE/COMMUNICATIONS

- S. Betts, to H. Houle, RDN Director, **Re: Comments on Huxley Park Plan**
- G. Elliott, to E. McCulloch, RDN, **Re: Huxley Park Tot Lot Request**
- C. Straw, to E. McCulloch, RDN, **Re: Huxley Park Tot Lot Request**
- E. McIntosh, to E. McCulloch, RDN, **Re: Huxley Park Tot Lot Request**
- A. Rose, to E. McCulloch, RDN, **Re: Huxley Park Tot Lot Request**
- M. Dickenson, to H. Houle, RDN Director, **Re: POSAC Resignation**
- I. Bulic, POSAC 'B' Member, to H. Houle, RDN Director, **Re: Gabriola Bridge Feasibility Study**
- D. Banman, RDN AGM, to S. Zupanec, Island Trust, **Re: Gabriola Island Draft Bylaws 271 & 272 Referral to Zone Parks**

MOVED J. Eastick, SECONDED M. Woolley to receive the correspondence.

CARRIED

## REPORTS

### Monthly Update Regional and Community Parks and Trail Projects – May 2014

### Monthly Update Regional and Community Parks and Trail Projects – June-August 2014

### Monthly Update Regional and Community Parks and Trail Projects – September 2014

Ms. McCulloch gave a summary of the May, June-August and September Regional and Community Parks and Trails Projects Reports.

- GIS stands for Global Information System
- Walkway to trail at end of Whalebone was removed after ditching. Howard will check with RDN crew and get back to GALTT if needed.
- Siltation in the well water at Rollo McClay Park is ongoing; the alternative of drilling another well may not be a solution. The trucked drinking water is coming from Nanaimo.

### GalTT /POSAC PROJECTS - update from list of projects dated February, 27, 2014

- A "ROAD CLOSED" sign needs to be ordered and installed at the junction of the Old Centre Road Trail and 707 park boundary.
- The requested sign on erratic trail indicating the trail to Wilkinson Way and South Rd. is no longer needed.
- Signs #16 and #17 on Ricki Road have been repositioned.
- Request to MOTI for a "permit to construct" to develop trails in the gravel pit between Honey Suckle Lane and Wild Cherry Terrace may not be required. E. McCulloch to follow up on this.
- The request to MOTI for a "permit to construct" for the development of a trail from Peterson Rd to McDonald Road is on the work program.
- Approval still needed to proceed with improving drainage at Bell's Landing. E. McCulloch to confirm with staff.

- Cox Community Park Trail – verbal update from R. Young. A stile with a railing will be needed to scale over a large cedar log. E. McCulloch to consult with management on this matter.

### **Huxley Park Master Plan Report – Verbal Update by E. McCulloch**

One consolidated preferred concept plan has been developed from the community and stakeholder consultation processes. Revisions are still needed. Cost estimates need to be done, power supply to be upgraded; no well planned; portable potty and Tot Lot in the plan as well.

### **Mudge Island Water Access Boundary Identification Report**

Mr. Woolley presented a written report (attached) and a verbal one. Volunteers continue to look for water access pins with equipment purchased by the RDN and on loan to the Mudge Islanders as long as required. Bark mulch to be used in delineation of trails.

MOVED S. Betts, SECONDED M. Woolley to receive all the Reports as presented.

CARRIED

### **BUSINESS ARISING FROM DELEGATIONS**

#### **Rollo McClay Playground Proposal**

MOVED M. Woolley, SECONDED R. Young that the Rollo McClay playground project be endorsed as presented by the Softball Association contingent upon the approval of a detailed plan, staff time & monetary provisions.

CARRIED

#### **Off Leash Dog Park**

If Rollo McClay Park is selected as the ultimate site for an off leash dog park, consideration must be given to creation of upper parking lot, consultation with other park users, neighbours, sanitation, garbage disposal, and the existing trail.

MOVED Y. Bulic, SECONDED R. Young that the creation of a dog park on Gabriola Island be supported, pending the approval of a detailed plan and location.

CARRIED

### **BUSINESS ARISING FROM CORRESPONDENCE/COMMUNICATIONS**

MOVED Y. Bulic, SECONDED M. Woolley that Area B POSAC communicate with the RDN Board to advise that the terms of reference of a fixed link feasibility study include assessments of potential impacts on parks, beach accesses and open spaces on Gabriola and Mudge Islands; and that communication to MOTI advise that any consultants who undertake a feasibility study, do consult with RDN Electoral Area B representative Howard Houle and/or RDN staff to develop terms of reference for the feasibility study.

DEFEATED

**NEW BUSINESS**

**POSAC Appointments**

Randy Young and Sam Betts' terms on POSAC are expiring in December 2014.

**IN CAMERA SESSION**

MOVED S. Betts, SECONDED M. Woolley that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

CARRIED

**ADJOURNMENT**

MOVED R. Young to adjourn at 9.20

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Chairperson

**From:** [ivan bulic](#)  
**To:** [Harvey, Ann-Marie](#)  
**Subject:** Re: 2015 EA "B" POSAC Meetings - revised  
**Date:** Monday, March 02, 2015 8:12:09 PM

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Hello Ann-Marie Harvey,

This is to let you know that I will no longer be able to participate as a member of POSAC because of a variety of personal reasons.

I want to thank the members of POSAC, the RDN Director(s) and staff for allowing me the opportunity to participate in POSAC.

Cheers,  
Ivan Bulic

PS; I received a \$36.45 cheque from RDN. I don't know what this is for as I have not incurred any expenses, nor requested any compensation.

On Tue, Feb 24, 2015 at 11:53 AM, Harvey, Ann-Marie <[AHarvey@rdn.bc.ca](mailto:AHarvey@rdn.bc.ca)> wrote:

Hello again POSAC Members,

We have decided to move the first meeting to **Monday, March 16**. This may work better for some who couldn't attend.

Again, please let me know if you cannot attend.

*Ann-Marie Harvey*  
**Senior Secretary, Recreation & Parks**

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**From:** Harvey, Ann-Marie  
**Sent:** Monday, February 23, 2015 4:14 PM  
**To:** Howard Houle ([howard.houle@rdn.bc.ca](mailto:howard.houle@rdn.bc.ca)); Ivan Bulic ; Jacinthe Eastick; Mark Woolley; Megan Walker ; Randy Young ; Sam Betts  
**Cc:** McCulloch, Elaine  
**Subject:** 2015 EA 'B' POSAC Meetings  
**Importance:** High

Hello EA 'B' POSAC members,

Below are the dates for this year's meetings.

**2015 Meeting Dates**

**Tues March 3** –7- 9pm – Women's Institute

**Tues June 2** – 7-9pm – Women's Institute

**Tues Oct 6** – 7- 9pm – Women's Institute

You will receive your first agenda via email later this week for the first meeting and a hard copy will be provided to you at the meeting.

Please let me know if you cannot attend.

Thank you.

*Ann-Marie Harvey*

Senior Secretary, Recreation & Parks

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Recreation and Parks

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Howard Houle, Director, Area B  
Regional District of Nanaimo  
Nanaimo, BC

Re: Water Access Survey Results and Subsequent Actions

Dear Howard,

As Chair of the Mudge Island Land Trust, I am writing you to determine the RDN's intent for 2015 with respect to implementing recommendations from the Water Access Survey. We would also like clarification on the issue of the RDN carrying out surveys of accesses that may be problematic for us to access.

We would appreciate it if you will cc this letter to all POSAC members and include it in the agenda for discussion at the POSAC meeting on March 16.

Firstly, we are wondering what the RDN's plans are, with respect to:

- Getting permits from MOTI for Parks management of accesses # MI-1 (Dodd Narrows) and MI-18 (Salal Beach).
- Proceeding on the boat access/boat ramp in cooperation with MOTI (and perhaps DFO) at access #MI-6 (Flatfish Lane). As you know, one question was whether you were willing to plan/install a ramp that would go to low tide level – a very important aspect of any small boat access. It was approximately one year ago that I wrote to you on this aspect for which I never received a reply.
- Completing the work at MI-15 (Davidson Bay) without destroying the trees and special places in that area.

Secondly, we were upset about your email of November 3, 2014 that stated the RDN was unwilling to carry out surveys in areas that may be problematic for the volunteer pin finders. Your statement that “there will be no campaign to open the controversial ones” (accesses) “as we would be in court for years” is – to be frank – quite hard to believe.

Without question, all of the 27 water accesses are public domain, surveyed many years ago and delineated on all access plans for Mudge Island. The only need is to find the survey pins that delineate these public accesses and mark a walking route within these rights-of-way so that people do not trespass on private land adjacent to the rights-of-way. There is no need for any “campaign” and no reason that I can fathom for any court battles.

A registered surveyor has the legal right “**to pass over any land without hindrance from any person**” (**Land Surveyors Act, 1996, 59.1(1)**). Therefore,

there is no reason for a court case related to having a legitimate surveyor confirm and mark the boundaries of any water access on Mudge.

The risk for volunteers is that, in their search for pins, they may be accused of trespassing, which is why we try to avoid any conflict with adjacent landowners. Where that possibility exists, we stay away from that access.

In summary, the volunteer group that we have supported has been able to delineate the following rights-of-way in a way that allows for the marking of a public access walking route to the water:

- MI-05
- MI-18
- MI-20
- MI-23
- MI-27

The RDN has surveyed MI-15. This makes a total of 6 water accesses surveyed.

Our little group, with the support of Mudge Island residents, plans to continue its pin finding for the present, with focus on the following:

- MI-06 Flat Fish Lane (proposed water access/boat ramp/etc)
- MI-17 Mudge's only park near Link Island
- MI-14 in the Apple Orchard area.
- MI-19 North end of Salal Drive
- Any other water access that requires pin finding and poses no problems.

However, IF we come to the conclusion that the RDN is not doing its part in helping to enable public use of public water accesses, we may have to reconsider our own willingness to help out.

I look forward to your positive response to this letter, reasserting your willingness to survey the accesses that we are unable to do. I also hope you will confirm your commitment to the water access on MI-06.

Sincerely,

W Jack Schick, Chair  
Mudge Island Land Trust (MILTA)  
March 9, 2015

## Parks Functions Report

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

**DATE:** November 10, 2014

**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 October staff have been involved with the following projects and issues.

### **Electoral Area Community Parks**

#### ***Area A***

Ongoing and regular garbage collection and maintenance visits were conducted at the Cedar Skate Park. Graffiti removal work was undertaken.

Staff attended a Cedar Elementary School Safer Walk Routes Advisory Committee meeting.

#### ***Area B***

Trail brushing and clearing was completed throughout all Whalebone Area Parks.

At Rollo McClay Community Park water delivery continued due to siltation issues with the water well on site. Cost estimates were provided for potential playground development. The irrigation system was blown out and shut down for the season.

Two hazard trees were removed from Queequeg Community Park in the Whalebone area.

Staff met with a Folklife Village representative to discuss park maintenance and shared security issues at the Huxley Park. GPS collection work is scheduled for November in order to accurately locate the border between the two properties. Staff also met users on site to discuss the draft preferred concept plan.

Staff provided information and advice to a community group interested in having an off-leash dog park on Gabriola.

#### ***Area C – Extension***

Trees and shrubs were ordered for fall planting at Extension Miners Community Park. Boulders were moved to shore up existing bridge access ramp.

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

Ongoing site inspections and garbage clean-up work were carried out at Anders and Dorrit's Community Park. Costing information was sought/received for an upcoming building removal project.

Staff met with Vancouver Island University Horticultural Program students to provide background information and answer questions regarding Anders and Dorrit's Community Park. The students are working on a design project for the plaza and picnic area.

**Area E**

Regulatory signage was posted at Brickyard Community Park.

Trail maintenance work was carried out at Prawn Road Trail Community Park.

Staff carried out a site review of a parkland dedication at Oak Leaf Drive. The developer is required to add a parking lot and manage storm water going into the park.

**Area F**

Drainage ditch construction was completed at Errington Community Park. A pedestrian footbridge was also replaced, new regulatory signage posted and additional trail brushing work continued.

Park user information was collected for Carrothers Road Trail.

Ongoing planning for ATV barricades and trail development work continued for Price Road (MOTI property). Additional grant funds being sought for increased scope of work, expected to occur in November.

A bike rack and garbage containers were received for upcoming installation at Meadowood Community Park. Wrap up work at Meadowood Community Park includes Milestone Contracting release of holdback and removal of construction signs; ongoing work with Meadowood volunteers to get the picnic pavilion built; monitoring of turf establishment and park safety.

Staff looked into the Province's process regarding the Silver Spurs' Section 57 trail application and provided advice.

The RDN Board and School District 69 developed and approved an agreement that allows the RDN to manage School District lands on Meadowood Way in Electoral Area F as a community park, and to potentially locate a community centre on the property. RDN Staff and the Corcan-Meadowood Residents' Association have toured the school district's surplus modular classrooms and have tentatively selected a set of portables suitable for community centre use.

**Area G**

Park signage was posted at Lee Road Community Park.

A hazard tree was removed at River's Edge Community Park.

Staff responded to a building vandalism issue at Dashwood Community Park.

Staff continued to get updates from community members and to provide advice regarding the community clean-up and planting at the Admiral Tryon water access.

### ***Area H***

A new swing set was installed at Henry Morgan Community Park. Playground safety surfacing is scheduled for installation in early November. Several trees were transplanted at the site, and a hazard tree was removed.

Park trespass issues were followed up with Building, Bylaw and Emergency Planning Services regarding an ongoing issue at Islewood Drive Community Park.

Staff met with the Director to review signage, GPS and map development assistance for community trail workers active on non-RDN trails in the Qualicum Bay-Bowser area.

### **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.

### **Community Works Projects**

#### ***Area B***

The 85% design package for the Village Trail was submitted to MOTI for review and feedback. Comments received will be incorporated into the final design package.

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

Due to the site challenges, current emphasis has shifted from constructing a road side path on Jingle Pot Rd to focus on improving the existing road side path on Meadow Drive. A letter was sent to MoTI to provide 1.5 metre paved shoulders on Jinglepot to improve the safety for pedestrian and cycling use.

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

Staff met with the Director to review initial trail projects at Carrothers and Price, and with the Director and POSAC members at site.

Cost estimates for moving surplus School Board 69 portables to Meadowood are being investigated in preparation for a Board report in November.

#### ***Area G***

Parks staff met twice with MoTI, RCMP and SD69/Oceanside Elementary School to discuss possible improvements and solutions for pedestrian safety and vehicle congestion along Wembley Rd and Wright Rd near the school. Changes to two road intersections are expected in November (conversion to 4-way stops) that will affect traffic flow and may have an impact on the congestion in the area. Following implementation of these changes, a third meeting will be held to review any positive or negative outcomes. In terms of the Wembley Rd corridor, conversations are on-going as to the best approach for improving pedestrian safety along this route.

#### ***Area H***

Staff worked with the lawyer to produce an agreement for use of Community Work Funds to fund improvements at the Lighthouse Community Centre. The agreement was forwarded to the Board of Directors for the Lighthouse Hall Community Centre for their review.

### ***Regional Significant Gas Tax Project***

Parks staff and Consultants hosted an Open House on Oct. 9<sup>th</sup> that saw over 150 attendees. Overall there is a lot of enthusiasm and support for the project. Concerns centred on the multi-use aspect of the trail and some concern over compatibility between different users. The trail is intended to be a multi-use trail open to walkers, cyclists, equestrians. Two stakeholder meetings also occurred in October; one with residents whose properties are bisected by the rail corridor and one with the Ministry of Transportation to discuss trail road crossings.

Prior to the Open House, staff appeared as a delegation at the City of Parksville's Council Meeting to introduce the project and the idea Springwood Park as a trailhead to the Rail Trail.

### **Regional Parks**

#### ***Arboretum***

Park staff removed garbage from the park entrance.

#### ***Arrowsmith CPR Regional Trail***

Park Staff brought an engineer to the McBey Bridge for a bridge inspection.

#### ***Beachcomber Regional Park***

The park entrance sign was pressure washed. Garbage was removed from the trails and a possible property encroachment was investigated.

Met with an original resident of Beachcomber to discuss how the property came about as park; exchanged historical information and made contacts of use for next year's work on the park management plan.

Staff coordinated the installation of a new kiosk structure at the entrance of Beachcomber Regional Park. Final sign boards will be installed in early November.

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

Park Staff erected new signs for the parking lot and conducted trail maintenance. The parking patterns are being monitored and public inquiries are being responded to. Staff pressure washed park signs, removed signs from trees and removed trees crossing new trail through VIU property. Park Staff and GIS Staff completed GPSing the new trail leading the public to the park. The new trail is currently being reviewed by MFLNRO.

#### ***Big Qualicum Regional Trail***

Park Staff and GIS Staff completed GPSing the trails.

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

Park staff conducted park inspections and maintained trails.

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

Park Staff and GIS Staff completed GPSing the park.

### ***E&N Regional Trail***

Trail counter data was collected.

### ***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 installed a bike rail on a set of stairs near Allsbrook. Park staff pressure washed the kiosks, park identification signs and garbage cans. Staff brought an engineer to the Hatchery Bridge for a bridge inspection.

Worked with the BC Conservation Foundation on ways and means to remove, update and replace the old Steelhead Recovery Plan interpretive sign at the Long Run.

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

Park staff met with BC Park staff to discuss the BC Parks Caves Park parking lot issues. RLC continue to make park improvements such as sign installation, outhouse painting, generator maintenance and vapour barrier for the house. Coastal Fire Centre crew burned a debris pile for the park operator for training purposes.

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

Parking lot upgrades were started at the Lioness trailhead. Park staff pressure washed the kiosks and garbage cans. Staff had approximately 11 hazardous trees removed along the trail by a contractor. Clarification was received from the Ministry of Forests that the RDN can direct the public across the Linx Rd railway crossing and so staff can proceed to develop the small parking lot at the Linx Rd end of the South Loop trail.

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

Park staff conducted invasive species removal within the conservation area. Staff worked with the BC Conservation Foundation and Ducks Unlimited Canada on a park use permit for adding vegetation to the fish channel area. Staff also liaised with the Province on the project. Parks staff were approached by the Mount Arrowsmith Biosphere Reserve as well as the Province on potential projects at the estuary and staff will explore options. Assistance was provided to CAGO in their goose strategy research (survey distribution, park data).

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

Parks Staff are preparing a report on the process and implications for transferring management of the private bridge over the LQR to the RDN. The bridge over the river is within the regional park, but has been managed privately through easement. The easement holder has expressed interest in dissolving the easement. The topic is complex because the roads on either side of the bridge are private, and the route may be important for emergency response. Currently the bridge is damaged and closed and the RDN must consider to what level it will be repaired – for emergency use or for pedestrian/park use. Staff brought an engineer to the Ozero Bridge for a bridge inspection.

Park staff conducted park inspections and maintained trails.

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

Park staff conducted park inspections and maintained trails. Bathroom repairs are being conducted at the Caretaker House. The Caretaker Agreement is being reviewed for renewal. A dogs in park information brochure is being developed to help educate people on the need to control dogs in the conservation covenant area. Dog patrols are being conducted weekly by Coastal Animal Control Services.

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

Park staff replaced vandalised signs at the Cedar Plaza trailhead. A contractor removed 3 hazard trees along the trail.

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

A contractor repaired the service road leading into the park.

Staff reviewed the draft park covenant with the lawyers and explored ways and means to move forward with a covenant in tandem with a management plan review. Covenant options were researched.

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

Park staff planted 100 Douglas fir and 20L of donated Arbutus berries where a mower flailed broom and blackberry as a part of a restoration project.

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

Park staff conducted trail inspections. Staff met with park neighbor regarding trees bordering Barclay Bridge.

### ***Top Bridge***

Park staff pressure washed the entrance sign.

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

Park staff pressure washed graffiti off the kiosk and sign post at the Spruston trailhead. Staff briefed new TCT BC staff on outstanding TCT financial commitments to the RDN and Cowichan Valley Regional District in respect of the proposed joint Timberlands Road trailhead upgrade.

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

Park staff conducted trail inspections.

### ***Fairwinds Lakes District - Regional Park Management Plan***

Staff and project consultants met with community and Council members from the Snaw-naw-as First Nation to discuss the cultural and historical significance of the lands within the Fairwinds Lakes District as they pertain to future park development and management. Preparations were also completed for the first Advisory Committee meeting and the first Open House event in November.

### ***Morden Colliery Bridge***

Staff completed a report to the Regional Board outlining the key findings of an updated feasibility study for a bridge crossing over the Nanaimo River (within the Morden Colliery Regional Trail corridor), with recommendations on bridge structural type and accessibility. The study and staff recommendations were approved by the Board in October. Subsequent design development will therefore proceed under a steel truss bridge option, while an option for equestrian accessibility will be vetted through the public.



### **Miscellaneous**

Staff installed high water signage at all parks with rivers entrances. Staff also installed lock out crime signs in the regional parking areas.

Staff completed a survey on Important Bird Area areas. The survey is looking for perspectives on recreational disturbance of birds populations.

Staff assisted a University of Victoria graduate student working with the Capital Regional District on researching front country and back country camping trends and "best practices" campground management policies.

Staff continued to provide support to an in-camera land acquisition for potential Regional Park.

Staff continued to work with the Province with regards to a 30-year Crown Land Lease application for the Morden Colliery Regional Trail and a Premature Lease Renewal for Benson Creek Falls Regional Park.

Work continued on the new Parks Building lease with signing expected in November. The building is under construction and staff have met with the builder to review any issues.

### **Trail Counter Information**

Month	BRP #1	BRP #2	Carrothers Trail	E&N Trail #2	E&N Trail Lowery Rd.	Moorecroft La Selva Place
2014-06-01	3,375	727	1,530	85	1,168	1,113
2014-07-01	593	442	1,174	73	63	1,010
2014-08-01	2,341	558	99	114	20	1,017
2014-09-01	1,258	216	47	210	43	830
2014-10-01		237	52		41	817

### **2015 Budget Development**

Staff continued working on the 2015 budget input including developing the 5 year financial plan, capital plan and the business plans.

### **Park Use Permits and Events**

- RDN Water Services PUP for school group watershed tours in October: two at Nanaimo River RP and one at ERRP.
- Renewal of PUP for student monitoring of water quality and benthic invert sampling (VIU Restoration Biology Program under direction of Margaret Wright, DFO) over Oct-Dec, 2014 at ERRP.
- CMRA PUP for family Halloween event, Oct 31st at Meadowood Community Park. As the event anticipated over 600 people, a Special Occasion Permit was also required through Corporate Services.
- BCCF PUP for planting of 150 2-gal size native shrubs and trees at LQRE, with staff and Qualicum Streamkeeper volunteers planned for November.

**Staff Training**

Staff attended a two-day seminar on Community-Based Social Marketing. The seminar presented the process for uncovering barriers to behaviours we want to encourage (e.g. walking to school, using public transit) and developing programs to encourage or change the behaviour. This is viewed as a more effective means of accomplishing changes in behaviour than simply providing information through brochures, which is the common approach.

**Recommendations**

That the Parks Update Report for October 2014 be received as information.



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Manager of Parks Services



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General Manager Concurrence

## Parks Functions Report

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

**DATE:** January 23, 2015

**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 November and December staff have been involved with the following projects and issues.

### **Electoral Area Community Parks**

#### ***Area A***

Graffiti was cleaned off the skateboard park and wood debris was removed from the Nelson Boat Ramp.

Staff prepared and distributed the November 19<sup>th</sup> PRCC meeting agenda package, attended the meeting and prepared the meeting minutes.

#### ***Area B***

The Whalebone Community Parks received a cleaning up. Old wooden chairs and other debris were removed.

Staff prepared and distributed the November 4<sup>th</sup> Area B POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff met with the consultant for the Huxley Park Master Plan to provide feedback and suggest revisions to the draft plan.

Staff corresponded with a representative from the Huxley Ball Hockey Association regarding options for upgrading/repairing the sport court.

Staff corresponded with a representative from the Gabriola Softball Association regarding a potential location of a playground at Rollo McClay Community Park.

#### ***Area C – Extension***

Staff coordinated draft design work with community members on commemorative park signs scheduled for installation in spring 2015.

Staff attended a pre-application meeting with a developer interested in rezoning and subdividing property in Extension; feedback was provided regarding potential parkland dedication/development opportunities.

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

Staff met with Vancouver Island University Horticultural Program students to receive and provide feedback on their term project final presentations. Five groups presented their unique designs for the plaza and picnic area at Anders and Dorrit's Community Park.

***Area E***

Parks staff conducted a site visit to the parkland dedication at Oak Leaf Drive. The developer was advised of required modifications.

***Area F***

Meadowood Community Park: Volunteers worked with Pickles TimberWorks to install a timberframe picnic pavilion in the park. After the roof is installed in January, final RDN Building inspection will be scheduled. A \$3,000 donation was received from Coastal Community Credit Union toward the park development, as well as a \$250 private donation. A bike rack, a garbage can and 11 parking curbs were installed at the park.

Drainage issues at the Dashwood 2 Fire Hall were investigated. Parks staff will meet with the Fire Hall members and quotes for the work will be requested.

At Harris Crescent staff removed garbage and debris and carried out brushing and limbing of overgrown branches.

The ditch at the Errington Farmers Market was inspected and was modified during the December storm events. A fire pit was removed from the stage area.

Staff prepared a draft trail map sign for Malcolm Community Park.

Staff prepared and distributed the November 17<sup>th</sup> Area F POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff continued to provide support to the Silver Spur Riding Club for their Little Mountain Provincial Section 57 Trail application. Staff provided First Nations consultative advice.

***Area G***

Staff prepared and distributed the November 12<sup>th</sup> Area G POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff attended a meeting with RDN Planning and MoTI staff regarding the Earthbank rezoning application.

The trail and stairs at Miller Road Community Park were cleared of leaves and debris. A dead tree at Maple Lane Community Park was assessed and it was removed.

***Area H***

Staff installed a log retaining wall around the newly installed swing in Henry Morgan Park. The log wall retains the Softfall playground surfacing and kids can walk on the top of the logs. The playground surfacing was installed and the area made ready for use.

Staff worked with the Director, landowners and community volunteers on the development of local skills in map making in respect of non-RDN area trails. Volunteers were trained in the use of loaner GPS units.

New maps and direction signs were installed at Oakdowne Community Park and trees were removed across the trail. The post and regulation sign was re-installed.

A new directional sign for Wildwood Community Park was installed off the Highway 19A.

A new sign was installed at Deep Bay Community Trail and the trail cleaned of leaves and debris.

### **Miscellaneous**

Staff met with City of Nanaimo parks staff to review their "Volunteers in Parks" program.

Staff completed the 2015 POSAC meeting scheduling and venue booking.

### **Community Works Projects**

#### ***Area B***

Parks Staff met with two representatives from the MOTI to discuss preliminary feedback to the 85% design package for the Village Trail. MOTI would like to see any more engineering involvement in the design of the walls and guardrails that will be required. The civil and structural engineers on the project will be reviewing the design in detail following MOTI's input and will be engaged to ensure the final design conforms with MOTI's standards.

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

At Extension Miners Community Park work continued on the landscaping around the new bridge. Large rocks were moved from the front of the park to an area close to the bridge and shrubs and trees were planted. Two sections of split rail fence were built and regulation and no trespassing signage was installed. A concrete pad was poured and a picnic table installed.

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

Parks staff assisted with preparing the report to the Board regarding the purchase and moving of surplus portables from School District 69 to the School District lands adjacent to Meadowood Community Park.

#### ***Area G***

Parks staff continued to look at trail connections in the French Creek area between Wembley Mall and Oceanside Elementary School. Staff will be preparing a report for consideration by the Board that itemizes the trails and proposed costs, to be covered by Community Works Funds. The Ministry of Transportation has been requested to look at opportunities to improve Wembley Rd.

#### ***Morden Colliery Bridge***

Staff provided community members with information regarding a feasibility study for a bridge crossing over the Nanaimo River (and within the Morden Colliery Regional Trail corridor) which was approved by the Board in October.

### ***Regional Significant Gas Tax Project***

Consultants continue to finalize the E & N trail and drainage design. A meeting with residential stakeholders along a section of the proposed alignment was held to review the alignment. The option of locating the trail on a portion of their property, and the appropriate mechanism for doing so, is under consideration.

### **Regional Parks**

#### ***Arboretum***

Park staff removed a squatter's tent and belongings from site. Park staff filled in old soil test pits located in the research forest.

#### ***Arrowsmith CPR Regional Trail***

Park Staff conducted a site inspection at the trail head to look at options for the kiosk replacement. Parks Staff designed and produced a new trailhead sign to replace the existing sign on site. The information was updated and the GIS department prepared a new map. The sign will look similar to the trailhead kiosks located at other sites. Production is underway and installation will likely occur in the spring.

#### ***Beachcomber Regional Park***

A new kiosk was installed at the park entrance. A regulation sign was re-installed further down the trail. Garbage was removed from site. A restoration planting was completed for the area of the newly installed information kiosk.

Parks staff drafted a Terms of Reference for the first Management Plan for this regional park. The Terms of Reference will require Board approval to proceed. The intent is to prepare the management plan, including all associated public consultation, in-house by RDN staff. Specialized consultants in ecology and archaeology will be retained to provide preliminary baseline data for the park. It is anticipated that the management planning process will get underway in the spring of 2015.

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

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Staff redecked a couple of the bridges on the Weigles Rd. side of the park.

Parking patterns continue to be monitored at Jameson Road and the upgraded Creekside Place Community Park parking lot. Local residents continue placing NO PARKING flyers on vehicles still parking on Jameson Road. Staff responded to public inquiries about the new signs and are in discussions with MOTI and the RCMP regarding potential next steps for enforcement and towing.

#### ***Big Qualicum Regional Trail***

Park staff conducted trail inspections.

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

Park staff conducted park inspections.

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

Park staff conducted park inspections.

***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 removed fallen and hanging trees throughout the trails. Two new posts and trail directional signage were installed. Park Staff assessed a possible stair location in the park.

***Horne Lake Regional Park***

Park staff conducted park inspections and reviewed project progress.

***Lighthouse Country Regional Trail***

Parking lot upgrades were completed at the Lioness trailhead. Trail inspections were done on the main and north loop. Staff installed the new directional sign off the old Island highway for the north loop. The main trail and bridges were cleared of leaves and debris. Erosion caused by severe rain was repaired along the trail.

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

Park staff conducted park inspections. Under PUP, parks staff worked with BCCF, Qualicum Beach Streamkeepers and DUC to install deer fencing and 1,000 native plants at the Estuary over a 2-day period. Staff provided background information for a feature article written up in the Oceanside Star. DUC will prepare monitoring protocols for the project and BCCF will work with QB Streamkeepers to maintain the plantings over the first years. Fencing is to be removed by BCCF after plants reach above deer-browse height.

The Mid-Island Guardians were advised by RDN (in consultation with DUC) that the last installment (\$10K) will be dispersed after receipt of the Goose Strategy, which is anticipated by March 2015.

***Little Qualicum River Regional Park***

Parks Staff drafted a report on the current status of the bridge over the LQR, within the LQRRP. An engineering assessment will provide cost estimates for improvements to the bridge and recommendations on its repair or replacement. Park staff conducted ditch maintenance and repaired the culvert at the parking lot.

Park staff conducted park inspections and maintained trails.

***Moorecroft Regional Park***

Park staff conducted park inspections and maintained trails. Staff contracted repairs to the Caretaker House washroom. A dedication bench (Michael's bench) that broke loose from its foundation during the December king tides was rescued by Park staff. The family was informed and staff will re-secure the bench on higher ground at Cooks Point.

Coastal Animal Services continues to conduct regular off-leash patrols of the main trails of the park. Verbal warnings (3) and written warning notices (1) are now being issued. A dog brochure is being developed to further communicate the leash rule to visitors.

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

Park staff re-installed a post and no trespassing sign at the end of trail. The trail was cleared of leaves and debris. Park staff re-installed the fence and the bench at the Nanaimo River due to more erosion that occurred during high water events.

### ***Mount Arrowsmith Massif Regional Park***

Park staff conducted park inspections.

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

A contractor built the Old Road Loop Trail. Park staff conducted park inspections.

Staff continued to work with park partners NALT on a park conservation covenant. Legal input obtained by both RDN and NALT, and research into other covenants carried out. A revised draft was prepared and submitted to RDN lawyers.

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

Park staff sprayed the newly planted trees with deer repellent. A new section of split rail fence was added to existing fence where the river bank is eroding.

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

Park staff conducted trail inspections.

### ***Top Bridge***

Park staff conducted park inspections. Park staff installed a new post and signs up at the PV parking lot.

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

Park staff conducted trail inspections.

Staff continued to liaise with TCT BC representatives and neighbouring jurisdictions on signing the road portion of the route as concerns the 2017 25<sup>th</sup> anniversary goal to see the TCT connected across Canada in time for 150<sup>th</sup> anniversary celebrations.

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

Park staff conducted trail inspections.

### ***Fairwinds Lakes District - Regional Park Management Plan***

In November, staff coordinated the first Advisory Committee meeting, and the first Open House event, which included the revision of presentation panels by consultants, event promotion such as poster design and distribution, paper ad placements, social media updates, and the development of a project website and online survey.

In December, staff continued to work with project consultants on draft plan and public survey review, media updates and stakeholder consultation. A second Open House event is scheduled for March 2015.

### ***Miscellaneous***

Playground inspections were completed. Thin ice signs were installed at various Regional and Community Parks.



Staff continued to provide support to several in-camera land acquisitions for potential regional and community park.

Staff assisted the Ministry of Transportation and Infrastructure in their most recent examination of potential road development between Port Alberni and the Horne Lake area.

Staff updated the All Parks inventory, distributed it to other departments, and began work on parks statistics.

Staff posted invites to the Fairwinds Open House at various park locations throughout the district.

Staff liaised with Chief Recalma of the QFN regarding their assistance in confirming support for a heritage trail through Horne Lake by FN groups to the west.

### ***Bear and Cougar Awareness***

Many people understand they ought to be aware of cougars and bears while visiting RDN parks and trails. Some people however, do not realize they may encounter these animals while in our parks. Conservation and ensuring habitat protection is a high priority for all parks. In an effort to remind park visitors that they may see large wildlife while visiting parks, staff produced stickers that will be placed on existing kiosks and signs. A QR Code on the sticker will direct those who are interested to the RDN website to learn more and review typical recommended responses in the event of an encounter with either animal.

### ***2015 Budget Development***

Work continued on the 2015 budget. Meetings were held with the Electoral Area Directors and the budget revised accordingly.

### ***Park Use Permits and Events***

On December 14<sup>th</sup> the 115th Annual Christmas Bird Count was conducted at ERRP by volunteers and members of the Arrowsmith Naturalists.

Parks staff consulted with the Recreation Department in the development of new recreation programming in RDN Parks, to be delivered by RLC Park Services over a 3-year term. New offerings include Junior Ranger programs, teen trail running, birthday parties in parks, summer day camps and school field trip bookings. At no cost to the Parks Department, these new programs will more fully utilize regional parks such Moorecroft, Englishman River, Lighthouse Country and Big Qualicum Regional Trails.

Parks staff assisted RDN Recreation Department with the set-up of the annual Winter Wonderland at Oceanside Place.

### ***Website and Communications***

Staff compiled content and created a new webpage to remind park visitors that RDN Parks are home to bears and cougars. The website is linked to the stickers that will be located on existing kiosks and signs.

Parks staff prepared RDN community and regional parks promotional information for the Spring/Summer 2015 Active Living Guide.

Staff gave a presentation on RDN Parks at the regular November meeting of the Nanoose Naturalists.  
Staff briefed the new Nanoose Probus walking group on area trails and use of the RDN webmap.

**RECOMMENDATION**

That the Parks Update Report for November and December 2014 be received as information.



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Manager of Parks Services



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General Manager Concurrence



RDN REPORT	
CAC APPROVAL	
EAP	
GOW	
MAR 13 2015	
RHD	
BOARD	
EA 'B' POSAC.	

# MEMORANDUM

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

**DATE:** March 13, 2015

**FROM:** Elaine McCulloch, Park Planner  
Park Planner

**FILE:**

**SUBJECT:** Huxley Park Master Plan

## PURPOSE

To review the Huxley Park Master Plan and to provide direction on phasing of the park elements.

## BACKGROUND

Huxley Park was created in 1987, as a result of the development of Folklife Village. The Gabriola Recreation Commission Association (which ultimately became the Gabriola Island Parks and Recreation Commission and then the Huxley Park Sports Association) leased the green space from Brenda Huxley and coordinated the construction of the tennis courts in 1989. The sport court was built by volunteers and completed in 1994. Huxley Park Sports Association continued to monitor and maintain the Park until it was donated to the Regional District of Nanaimo as an Electoral Area 'B' Community Park in 2011.

RDN Recreation and Parks initiated a planning process, with an Open House in July 2013. A survey of community members was completed, as well as consultation with Park neighbours, users and other stakeholders. Key requests were for improvements to the sport courts, a skateboard/bike park, public washrooms, a playground, an expanded trail network as well as community gathering and special event spaces.

A second Open House was held in March 2014 where two options were presented to the community. The Preferred Concept Plan presented in this report incorporates the feedback received through the second open house with its associated questionnaire, feedback from stakeholders as well as the direction received from the Parks and Open Space Advisory Committee at the June 3, 2014 committee meeting.

The Huxley Community Park Concept Plan is designed to invite the whole community including children, youth, adults and seniors with a mix of recreational possibilities.

Existing park elements to remain are the Tennis Courts, Sport Court and Parking areas. New elements include a cast-in-place skate park and flow track, a plaza / community performance space, and a playground. A Preferred Concept Plan with design notes is found in Appendix A.

## ALTERNATIVES

1. To receive the Huxley Park Master Plan as a guiding document for park development and to direct staff be to commence the detailed concept plan and costing for the Skate Park and Flow Trail elements.
2. To provide alternate direction.

## FINANCIAL IMPLICATIONS

The total cost of all the park improvements is estimated to be \$920,000 (\$800,000 plus \$120,000 as a 15% contingency).

These improvements will need to be implemented in a phased approach funded through a variety of means including grants, taxation, Community Works Funds as well as community contributions. The phasing of these projects will likely be determined though the success of grant applications and community contributions.

The following is a breakdown of the potential phasing costs however the order of phasing implementation will be determined as outlined above.

Parking lot / playground / gravel paths / electrical upgrades / toilet	\$175,000
Plaza / stage / bleachers	\$ 55,000
Tennis storage / park storage	\$ 60,000
Tennis court resurfacing	\$ 35,000
Tennis practice wall court & enclosure / park storage shed	\$ 40,000
Sport court dasher board upgrades	\$ 70,000
Skate park / flow path / bump path / glide path (includes design, construction management, construction)	\$ 350,000
Perimeter fencing of park	\$ 15,000

Also to be considered is the ongoing maintenance costs. Huxley Park will be high use area requiring a high level of weekly maintenance and safety checks. Maintenance will include garbage pickup, washroom cleaning, plant care, graffiti removal, cleaning of hard surfaces and facility repair. All facilities, particularly the skateboard bowl and the playground, will need regular inspections. As elements are added to the park, the Electoral Area B Community Parks Budget will need to be increased to provide a higher level of service to this park. There may be opportunities to partner with park stakeholders to provide some oversight, facility repair and scheduling. Long term capital planning will need to consider facility replacements such as tennis court resurfacing.

The 2015 Area B Community Parks Budget includes \$30,000 for a first phase of park development. There is also \$20,000 set aside in the capital budget for 2016. Electoral Area 'B' Community Works Funds can also be accessed for the upgrading of Huxley Park. Approximately \$760,000 can be accessed from this Fund for this park project.

## **STRATEGIC PLAN IMPLICATIONS**

The planned improvements to Huxley Community Park will achieve a number of Strategic Plan Recreation and Parks objectives. The park will meet the physical, social, cultural, and health needs of residents including special consideration for youth and people with disabilities. The new and improved park elements will provide a park that will add to the diversity of parks that meet recreational as well as conservation objectives. The finalization of the park plan achieves the objective to complete a park plan for a highly used community park prior to development of the site.

## **SUMMARY/CONCLUSIONS**

RDN Recreation and Parks completed a community consultation process, including two community open houses, two questionnaires, and discussions with Park neighbours, users and other stakeholders. Key requests were for improvements to the sport courts, a skateboard/bike park, public washrooms, a playground, an expanded trail network as well as community gathering and special event spaces.

The Preferred Concept Plan presented in this report incorporates the feedback that was received through the consultation process as well as the direction provided from the Parks and Open Space Advisory Committee and the Electoral Area 'B' Director.

The Huxley Community Park Preferred Concept Plan as illustrated in Appendix A is designed to invite the whole community including children, youth, adults and seniors with a mix of recreational possibilities. The probable costs for the Park improvements have been outlined in the report and are intended to provide order of magnitude cost estimates for prioritization and phasing.

These improvements will need to be implemented in a phased approach funded through a variety of means including grants, taxation, Community Works Funds as well as community contributions. The phasing of these projects will likely be determined through the success of grant applications and community contributions.

The purpose of the Huxley Park Concept Plan is as a guiding document for long term park development. Staff recommends that the next step of the Plan is to commence the detailed concept plan and costing for the Skate Park and Flow Path elements. Once the detailed conceptual design and costing is completed for the skate park / flow path it will be "shelf ready" and therefore all set to be used or submitted as grant opportunities arise.

**RECOMMENDATIONS**

1. That the Huxley Park Master Plan be received as a guiding document for long term park development.
2. That staff be directed to commence the detailed concept plan and costing for the Skate Park and Flow Trail elements.



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Report Writer



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Manager Concurrence



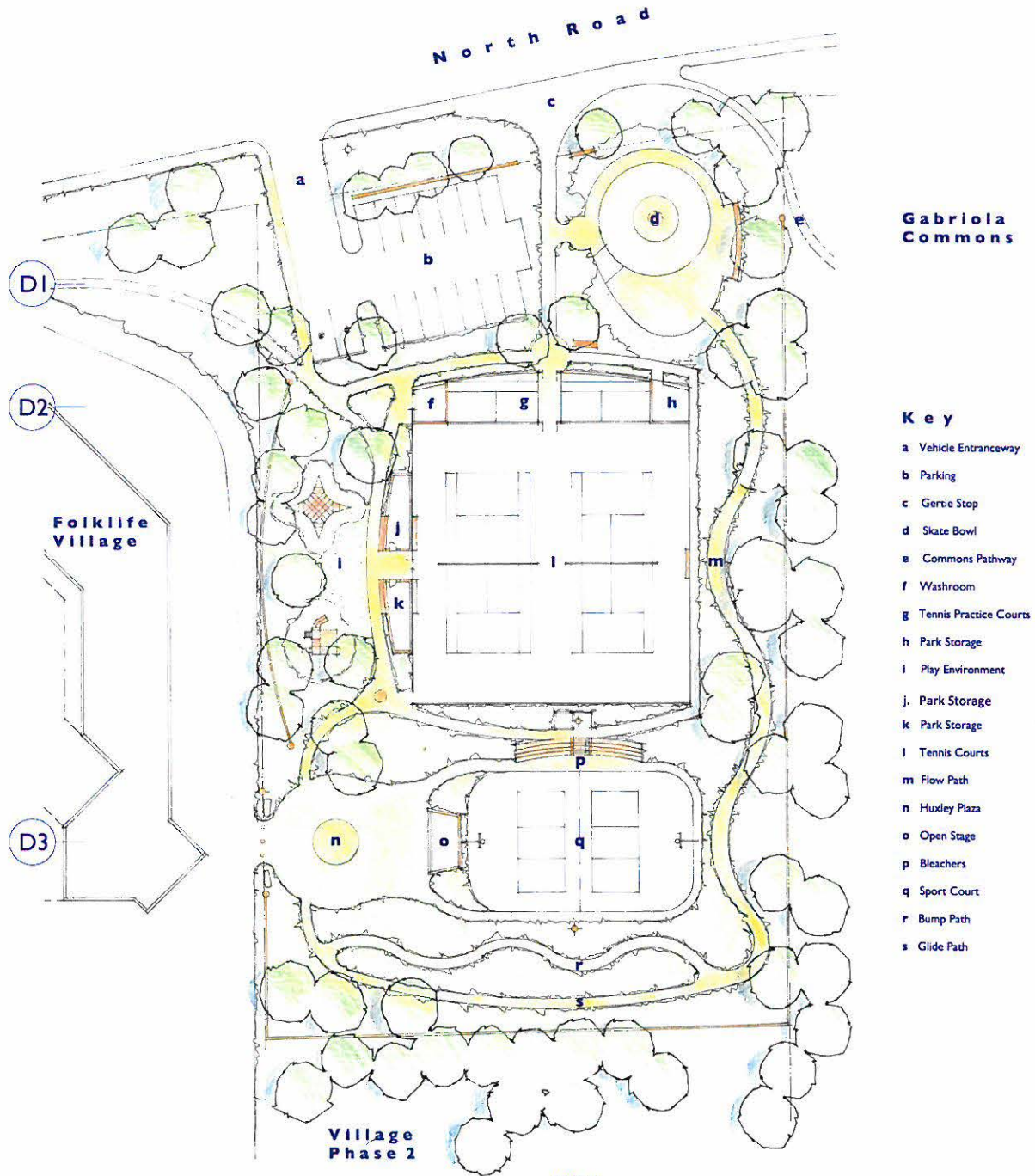
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General Manager Concurrence

  
A/ C.A.O Concurrence



Appendix A  
Huxley Park Preferred Concept Plan



March 11, 2015  
September 20, 2014 / conceptual plan C  
July 7, 2014 / parks & open space advisory committee  
March 24, 2013 / open house plan A & B  
February 20, 2014 / parks & open space advisory committee

**Huxley**  
Community Park  
Regional District of Nanaimo Recreation & Parks  
North Road Gabriola Island BC

**Preferred Concept Plan**  
Scale 1:250

**TOPOGRAPHICS**  
landscape architecture  
250 247 9720



## **DESIGN NOTES**

### **a. Vehicle Entranceway**

The vehicle entranceway joins North Road at right angles and is two lanes in width.

### **b. Parking**

Planting islands divide the main parking area from the entrance drive and sixteen parking spaces are provided, including two handicapped parking spaces. The driveway and parking lot will be surfaced with gravel and will have concrete wheel stops. Handicapped spaces will be identified with blue wheel stops.

### **c. Gertie Stop**

A gravel layby is proposed along North Road to allow for a Gertie Bus Stop.

### **d. Skate Park (Bowl)**

A 340 sq.m. (3,000 sq.ft) cast in place skate/bike park is located in the north eastern corner of the park fronting North Road. A bowl configuration is shown with shallow and deep formations, with a middle zone of level variations, as well as a Northeast sitting and gathering place. A detailed concept plan will be developed in consultation with local skateboarders to further refine the design and costing.

### **e. Commons Pathway**

This gravel path connects the main North Road entrance path to the Common's property to the east. The location of the existing Commons pathway will need to be re-aligned to this location so that it does not interfere with the Flow Path.

### **f. Washroom (porta potty)**

A porta potty with fenced in cedar fenced surround (approx. 8' in height) is provided just North West of the tennis courts. Two sides of the enclosure will be concrete walls that can double as tennis practice walls.

### **g. Tennis Practice Courts**

Tennis practice boards are incorporated into an area to the north of the tennis courts. This new asphalt area will be enclosed with 4' high chain link fencing.

### **h. Park Storage 1**

A park storage shed will be provided in the north eastern side of the tennis courts. A concrete tennis practice board will be provided on two sides of the storage building, similar to the washroom building.

### **i. Play Environment**

A children's playground is provided which includes a traditional playground suitable for the 2-5 age group as well as a rope climbing structure suitable for the 5-12 age group. This playground will be accessible for people with disabilities. A fenced chain link enclosure delineates the playground and provides a barrier to the steep slope located along the western property line in this area.

### **j. Park Storage 2**

A park storage/meeting room will be joined with the tennis storage shed under a single roof and connected with a single roof and breezeway. Benches are provided under the eaves of the building to provide a gathering place for parents that is within view of the Children's Playground.



**k. Tennis Storage**

The existing tennis storage area will be replaced and joined with a Parks Storage shed under a single roof and connected with a single roof and breezeway.

**l. Tennis Courts**

The existing tennis courts will remain. They require improvements to the court surface as well as to the perimeter drainage system.

**m. Flow Path**

The Flow Path is a hard surface concrete trail that begins at the skate park and makes a curving descent along the Eastern side of Huxley Park. A detailed concept plan will be developed in consultation with local skateboarders and bikers to further refine the design and costing of this element.

**n. Huxley Plaza**

The Plaza provides a programmable space for Art in the Park, music, dance and theatrical events. Bollards are placed at the junction with Folklife Village allowing special event and/maintenance vehicle access to the park.

**o. Open Stage**

The Open Stage enables community performances. Rain shelter is also provided for Sport Court participants. The stage will be able to be used from either the plaza side or from the sport court side thus providing flexibility of use.

**p. Bleachers**

Concrete bleacher seating is provided for spectators and players using the sport court. A center stairway is provided.

**q. Sport Court**

The current Sport Court footprint is shown, with the addition of a new pre-built dasher board system constructed of durable materials (aluminum & UV resistant plastics) for outdoor usage. This will allow for reduced maintenance costs, as well as a safer and more reliable playing environment (seamless boards complete with rounded corners, proper gates & netting). This modular design allows flexibility allowing temporary removal of sections of board to accommodate other events on the court. The existing asphalt court surfacing will remain.

**r. Bump Path**

This is a more challenging section of the Flow Path.

**s. Glide Path**

This is an easier section of the Flow Path.

## RECREATION AND PARKS SERVICES

### **Parks Services:**

- Development of the Park and Trails Guidelines.
- Permit applications were processed and issued for community events, tours, and commercial filing for parks and trails system.
- Lease for new Parks Operations Building negotiated and signed.
- Completed maintenance, safety inspections, cleanup, and repair of all Community and Regional Park sites.
- Continued working with partners, operators, contractors and caretakers to deliver parks services.
- Continued to respond to requests for information and support from Committees, RDN Board, other local governments and residents.
- Assisted in the completion of the RDN Asset Management report.
- Developed the preliminary 2015 Budget.
- Park Assessments:
  - Completed assessments, meetings, reports and negotiations for potential parklands in various Electoral Areas;
  - Negotiated a Licence of Use for Meadowood School Site;
  - Negotiated a Licence of Use for French Creek School Site.

### **Community Parks:**

- Completion and opening of the Cedar Skate and Bike Park (EA A).
- Development of Community Parks and Trails Strategy for Board approval in 2014 (EA's E,F,G,H).
- Repairs completed to the edge of the Nelson Road Boat Launch (EA A).
- Whalebone Community Park clean and reclaim of entrances completed (EA B).
- Old wells at Whalebone Community Parks were decommissioned (EA B).
- Completed berm around Rollo Water Reservoir (EA B).
- Completed agreement and gate install at 707 Community Park (EA B).
- Worked with GALT to install a new trail in Cox Community Park (EA B).
- Preliminary design completed for the Village Trail (EA B).
- Completed a building assessment of the Extension School (EAC Extension).
- Worked with the community to install a covered bridge and trail in Extension Miners Community Park (EAC Extension).
- Completed a community consultation at Anders Dorrit Community Park (EA CEW/PV).
- Completed assessment of roadside trail options along Jingle Pot (EA CEW/PV).
- Completed drainage improvements and plantings at Errington CP (EA F).
- Completed the detailed design, tender and install of an adventure playground and sport court at Meadowood Way Community Park (EA F).
- Completed assessment of roadside trail options in French Creek (EA G).
- Completed swing install at Henry Morgan Community Park (EA H).
- Assisted volunteers to clear the Essay Road Trail (EA H).
- Assisted volunteers with GPS work on Area H Trails (EA H).
- Completed a funding agreement for Lighthouse Centre Capital Upgrades (EA H).
- Installed signs in Oakdown Community Park (EA H).

- Installed ramp to beach at Shoreline Drive Beach Access (EA H).
- Ongoing support to Community Park Advisory Committees (all EA's).
- Ongoing support for review of subdivisions, park land dedications and acquisitions (All EA's).

### ***Regional Parks and Trails:***

- The Regional Parks Brochure was updated, printed and distributed.
- Beachcomber:
  - kiosk designed and installed.
- Benson Creek Falls Regional Park:
  - the Management Plan was completed for Board approval in January;
  - Designed and installed parking upgrades at Jamison Road;
  - Park lease renewal negotiated for 30 years.
- Coats Marsh Regional Park:
  - the flood mitigation berm was completed and a new pond leveler was installed.
- Descanso Bay Regional Park:
  - completed projects include road and campsite upgrades.
- E&N Trail:
  - Preliminary assessments completed;
  - applications made to MOTI and ALR;
  - design completed to 50%.
- Fairwinds- Lakes District Regional Park:
  - concluded park dedication phasing and development agreements as part of rezoning of the Fairwinds Lakes District Lands;
  - commenced the development of the Parks Management Plan for the Regional Park per the Phased Development Agreement with Fairwinds;
- Horne Lake Regional Park:
  - new generator was purchased and installed;
  - completed projects include new road and campsite development, campsite upgrades, caretaker house repairs, trail signage;
  - highway signs and the Horne Lake Road directional signs were replaced.
- Lighthouse Country Regional Trail:
  - completion of staging area at Lighthouse Community Park Entrance;
  - interpretive signs developed and installed.
- Little Qualicum River Regional Park:
  - bridge assessment and legal advice obtained for transfer of easement back to the RDN;
  - ATV control and signage installed.
- Little Qualicum River Estuary Regional Conservation Area:
  - continued working with partners on invasive plant removal; worked with partners to install three plant enclosures.
- Morden Colliery Regional Trail:
  - report and assessment on bridge options over the Nanaimo River was completed;
  - completed repairs and upgrades to the Thatcher Creek Bridges.
- Moorecroft Regional Park:
  - trails upgraded;
  - boat house roof replaced;
  - completed building assessment of Kennedy Hall;

- renovated the bathroom in the caretakers house;
- arranged for animal control to visit the park to help with dog off leash issues;
- installed trail signage.
- Mount Benson Regional Park:
  - the Witchcraft Lake Trail Agreement yearly report was completed;
  - the emergency access road was upgraded;
  - trails in park were developed and upgraded.
- Nanaimo River Regional Park:
  - removed broom and planted 100 new trees.
- TransCanada Trail:
  - trail realigned after consultation with equestrian group and land owners;
  - licence renewal completed.
- Park Assessments:
  - completed three assessment and Board reports for regional parkland.

## PARKS SERVICES

### WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Completed
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Recreation and Parks Service Area will participate in the review	June 2015	-	Ongoing.

### 2014

<i>All Parks Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Parks Operations Building	Secure site, building and yard for Parks Planning and Operations staff and equipment	<del>June</del> <del>Sept</del> <del>Dec</del> Mar 2015	-	Site secured and approved by Board. Lease signed. Building under construction. Move date to Jan due to construction delays.
Donation Program	Complete the Parks Donation Policy	<del>Nov</del> Mar 2015	-	Delayed by staffing issues.
Asset Management	Work with consultants on review of asset management program	July	✓	Complete.

### 2015

<i>All Parks Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Website Upgrades	Assess web pages and continue to create pages to provide timely information to residents	ongoing	+	
Parks Maintenance	Continue with park and infrastructure inspections and maintenance programs	ongoing	+	

Parks Services	Continue to respond to committees, RDN Board, industry, innovation and community direction in the area of parks services	ongoing	+	
GIS and Mapping	Continue to work with GIS staff to map trails and facilities and update the RDN mapping system	ongoing	+	
Invasive Plant Program	Continue to work with the Coastal Invasive Plant Committee to inventory and create invasive removal plans	ongoing	+	
First Nations identification on signs	Work with First Nations to determine how to proceed for both Regional and Community Park Signage	2015	+	

## 2014

<b>Community Parks &amp; Trails Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Community Parks and Trails Developer Information Package	Implement Community Parks and Trails Developer Information Package per Community Parks and Trails Strategy	<del>Nov</del> June 2015	+	Underway.
Community Park signage	Increase signage in developed parks	<del>Dec</del> Feb 2015	-	Delayed due to staff resources.
Beach access and undeveloped road Right-of-Ways (EA A)	Work with committee to create plan for development	<del>May</del> Sept Mar 2015	-	Commission working on Plan. Committee continues to work on plan.
Nelson Road boat launch (EA A)	Repairs to edge of ramp	<del>July</del> Oct Dec	✓	Complete.
Huxley Community Park Plan (EA B)	Completion of park development plan	<del>Apr</del> July Jan Mar 2015	-	Topographic's Landscape Architecture retained and work is underway. Draft concepts presented to POSAC March 4. Draft concepts being refined. Draft plan will be presented to POSAC in Spring 2015.

Village roadside path (EA B)	Design and costing for tender of multiuse path	July <del>Dec</del> Mar 2015	-	Topographic's Landscape Architecture retained and work underway. Plan forwarded to MOTI for review. Final drawings and costing being prepared. MOTI has asked for Engineered drawings for some sections of trail and Engineer review of the project.
Whalebone Community Park clean-up & reclaim entrances (EA B)	Develop a plan to survey and clear entrances, and clean and improve existing park sites. Carry out first phase	Oct	✓	Complete.
Rollo McClay Community Park water reservoir upgrades (EA B)	Complete berm and seed	Apr	✓	Complete.
707 Community Park gate (EA B)	Create agreement with landowner and install gate	June	✓	Complete.
Honeysuckle Trail (EA B)	Work with GALTT & MOTI on trail permit & development	<del>Oct</del> Feb	-	Staff have GPS'd route to determine if the trail is on MOTI land.
Decourcy Drive Stairs – MOTI (EA B)	Submit a permit to MOTI to construct stairs		✓	Complete.
Extension School (EA C)	Facilitate Licenses of Use Agreement between SD68 and Extension Recreation Commission	Nov	+	Met with school district. LOU agreement under development. Building Assessment Study commissioned and completed Sept.
Extension Miners Community Park bridge and trail (EA C)	Complete design and install bridge and trail	July <del>Dec</del> Mar 2015	-	Bridge completed. Trail design is completed and installation is almost complete. Stairs in the park will be built by community volunteers in the spring.
Jingle Pot roadside path (EA C EW/PV)	Design and Costing for Tender of multi-use path and/or expanded roadside	July 2015	✗	Meeting with neighbours taken place and meeting with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI. Letter sent to MOTI asking them to expand the road shoulder along the road.
Andres Dorrit community consultation (EA C EW/PV)	Complete the community survey; compile and assess results	Jan	✓	Survey completed.
Andres Dorrit Community Park Phase I – house studies, other studies or design work (EA C EW/PV)	Complete studies and designs as determined through the community consultation process	<del>Nov</del> Jan 2015	-	Report prepared for the June POSAC meeting and decision is to remove house. Staff are reviewing options for removal for the October POSAC meeting. House will be removed in Jan

Blueback Community Park development (EA E)	Complete planning process and develop Phase I	Dec Mar 2015	-	Draft plan was presented to POSAC and changes are being incorporated into the plan.
Meadowood Way Community Park development (EA F)	Complete design, tender and install	July Sept	✓	Complete. Opening to be held in Spring.
Errington Park upgrades (EA F)	Work with community to upgrade park for the 100 year anniversary	Nov	✓	Meeting held with Errington War Memorial Society members to review upgrades to the park. 2014 work completed
Errington Community Park (EA F) operator agreement	Complete the agreement with the Errington Hall Society	Apr Dec Mar 2015	-	Delayed due to staff resource issues.
Malcolm Park signage plan (EA F)	Create a signage plan and install	Sept Jan 2015	+	Staff assessing trail head access and signs for trails are being ordered. Trails GPS'd and signs will be installed in Jan.
Columbia Beach well capping (EA G)	Locate, map, and seal/cap three (estimated) water wells at Columbia Drive Community Park	Sept Nov Feb 2015	-	Lee Rd wells added to the list. Locations need to be verified to confirm which wells are on RDN land.
Little Qualicum Hall upgrades (EA G)	Develop multiyear plan for hall repairs and proceed on priority items	Dec	✗	Staff investigating funding options. Community Work Funds available but POSAC would like funds to be raised by the community. Staff to revisit in September 2015.
Wembley Road roadside path (EA G)	Design and costing for tender of multi-use path and/or expanded roadside	Dec 2014	✗	Discussions and site visit with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI.
Henry Morgan Community Park Phase II (EA H)	Install swings and porta potty	July Oct	✓	Complete.
Essary Trail development (EA H)	Work with volunteers to complete the trail	May	✓	Volunteers cleared trail. Signs installed. Complete.
Agreement Lighthouse Community Park (EA H)	Complete agreement for park management with the Lions Club	Apr Dec	-	Delayed due to staff resource issues.
Oakdowne Community Park signs (EA H)	Install signs as per plan	Mar June Oct 2014	✓	Complete.
Shoreline Drive stairs (EA H)	Install new stairs	Apr July 2014	✓	Complete.
Lighthouse Centre Capital Upgrades and Maintenance Funding	Complete a funding agreement with the Lighthouse Community Centre Board	Oct 2014	✓	Capital Plan received from the Lighthouse Community Centre Board. Drafting contract. Funding approved by RDN Board. Contract sent for signature.



## 2015

Community Parks & Trails Services	action	due date	progress	comment
Community Park Maintenance Plans	Development and implementation of maintenance plans and schedules	Mar 2015	-	Delayed due to staff resources.
Contract Management	Renew and manage contracts for park's maintenance	ongoing	+	New mowing contracts issued.
Village roadside path (EA B)	Trail Construction	2015	+	
Skateboard Park Site (EA B)	Locate site for future skateboard park	2015	+	<i>Firehall site considered but unable to use. EA 'B' POSAC to discuss alternate sites. Original date based on obtaining permission at the fire hall. Search for a new site will take much longer.</i>
Mudge Island beach access development – Phase II (EA B)	Survey and develop sites as outlined in plan (see Board resolution)	Sept Nov TBD 2015	-	Davidson Bay site design underway. Archeological review required. Project commencement dependent on findings.
Decourcy Drive Park (EA B)	Create a trail and lookout in parkland	TBD New	+	Timing of project to be determined by POSAC through the five-year project plan.
Joyce Lockwood Lease renewal	Renew Existing lease	May 2015	+	Waiting for documents from the Province.
Arrowsmith Community Trail (ACT) next phase (EA F)	Plan and develop next phase of trails	2015	+	Costing underway for next phase of development. Small group from POSAC working on priorities and standard of development
Land agreements ACT trails (EA F)	Complete agreements with private land owners	Feb Oct 2015	-	Work delayed due to staff resource issues. Now part of Arrowsmith Community Trail project.
Meadowood Portable	Report on acquiring and placement of portable in vicinity of park	New	+	Initial discussion with SD 69 taken place on securing and moving a portable to site. Report being drafted for Jan Board. Relocation and upgrading of portable project to commence following Board approval.
French Creek Paths and Trails	Design and construct trails and paths in undeveloped Road Right of Ways.	Dec 2015	+	

Oceanside Cycling Coalition (EA G)	Attend meetings with local community groups for Active Transportation	ongoing	+	
Water access planning (EA H)	Work with POSAC to prioritize & implement first phase	Sept 2015	+	First Phase signage will be installed in 2015.

## 2014

<b>Regional Parks &amp; Trails Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Brochure	Complete the design; print and distribute copies	Feb 2014	✓	Complete.
Goose control	Continue to monitor and review progress of the Guardians of the Estuary	<del>Sept</del> Mar 2015	+	Waiting for report from the Guardian of the Estuary group
Morden Colliery Regional Trail Lease	Work with Province to upgrade and renew the lease	<del>Sept</del> Apr 2015	-	Discussions held with Province. Trail needs to be surveyed and costs being determined. Waiting for response from the Province. Next step is to consult with First Nations.
Morden Colliery Regional Trail bridges	Repair and upgrade Thatcher Creek bridges	<del>May</del> Aug	✓	Complete.
Lighthouse Country Regional Trail Staging Area	Completion of staging area at Lighthouse Community Park entrance	Sept	✓	
Lighthouse interpretive signs	Produce and install signs	<del>Apr</del> July	✓	Signs ordered and will be delivered mid-June.
Benson Creek Falls Mgmt. Plan	Complete management plan	Jan	✓	Plan adopted by Board Jan 28/14.
Benson Creek Falls Regional Park	<ul style="list-style-type: none"> <li>Geotechnical study for placement of stairs to Ammonite Falls</li> </ul>	<del>May</del> July May 2015	-	Delayed waiting for decision from province on early lease renewal. RFP under development.
	<ul style="list-style-type: none"> <li>Design and install stairs to Ammonite Falls</li> </ul>	July 2015	+	Due to change in capital budget, design will be done in 2015 and build/install will follow.
	<ul style="list-style-type: none"> <li>Design &amp; install parking upgrades at Jamison Road</li> </ul>	<del>Apr</del> June	✓	Work completed September.
Descanso Regional Park upgrades	Campsite and road improvements	<del>May</del> Oct 2014	✓	Underway. Off season work now underway.

Englishman River Regional Park trail development	Trail upgrades and installation of directional signage	<del>Oct</del> Mar 2015	✓	Underway.
Horne Lake Boat Launch Upgrades	Repair and upgrade boat launch	<del>May</del> Oct 2014	✓	Delayed due to budget review and adoption. Further delay due to the high level of the lake. Water levels to remain high for the next year. No repairs needed if the water level is high.
Horne Lake generator	Replacement of generator	Apr	✓	Complete.
Horne Lake Regional Park facility upgrades	Upgrade and relocation of campsites per concept plan	Dec	✓	Complete.
Moorecroft Regional Park - trail upgrades	Update and improve accessibility to sections of trail system	July	✓	Complete.
Moorecroft Regional Park - facility upgrades	Boat house roof replacement and Kennedy Hall upgrades	Oct	X	Completed boat house roof. Assessment completed for Kennedy Hall upgrades. Kennedy Hall moved to future year. Washroom for 2015.
Moorecroft Regional Park - dog issues	Work with bylaw to create a strategy for dog management	<del>May</del> <del>Aug</del> <del>Nov</del> Mar 2015	-	Delayed due to staff resource issues. The park is now patrolled by animal control and staff have the ability to issue warning tickets. Pamphlet under development.
Mount Benson covenant	Work with NALT to complete the covenant	<del>June</del> <del>Sept</del> <del>Nov</del> Apr 2015	-	Delayed due to staff resource issues. Staff have met with NALT and have the draft covenant. A review of the management plan is now required.
Nanaimo River Regional Park - facility upgrades	Upgrade stairs to river	Nov	X	Not proceeding due to environmental constraints.
Nanaimo River Regional Park - invasive species	Removal of invasive species at park	Nov	✓	Complete.
Morden Colliery Mine tipple	Funding to society for engineering report for the tipples restoration	April	✓	Study complete.
TransCanada Trail	License renewal with Island Timberlands	July	✓	Complete.
TransCanada Trail	Realign portion of trail for improved accessibility for equestrians	July	-	Agreement in place with Island Timberlands. Waiting for approval from Province for realignment of section through crown land. Now need to get an exemption for Ministry of Environment. Waiting for the exemption approval.
Morden Colliery Trail Bridge (EA A)	Design and costing for tender of multiuse bridge over Nanaimo River	June 2015	+	Herold Engineering retained Mar 11/14 to perform work. Report on bridge options was advanced to RPTSC and EA A PRC for comment in October. Board approved design Nov. Trail design underway.

## 2015

<b>Regional Parks &amp; Trails Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Park Warden Program	Continue to work with volunteers	ongoing	+	
Caretaker Agreements	Monitor and work with caretakers in Moorecroft and Coats Marsh Regional Parks	ongoing	+	
Operator Agreements	Monitor and work with operators in Horne Lake and Descanso Bay Regional Parks	ongoing	+	
Partnerships	Continue to liaise with partners on park maintenance, development and other issues at NRRP, MBRP, LQRERCA, ERRP, CMRP and MRP	ongoing	+	
Regional Park signage	Install signs and kiosks as per budget plan	Jan 2015	-	Beachcomber kiosk installed. CPR Trail kiosk to be installed by mid Jan.
Management Plan renewals	Create a plan and strategy to review and update plans	<del>Oct</del> Sept 2015	-	Delayed due to workload. Underway
E&N Rail Trail (Coombs to Parksville to French Creek)	Design, including preliminary studies, survey and public consultation	<del>Jan</del> Apr 2015	+	RFP issued and Koers Engineering selected. Work is underway.
E&N Rail Trail (Parksville to Coombs)	Tender and construction of trail	Summer 2015	+	
E&N Rail Trail (Parksville to French Creek)	Tender and construction of trail	Summer 2016	+	
Benson Creek Falls access	Work with woodlot manager and province on the trail selection and agreement	Feb 2015	+	Waiting to receive paperwork from province. Verbal agreement reached.
Benson Creek Falls licence	Work with province to explore early renewal	Mar 2015	+	Discussions have taken place with the Province. Province has verbally agreed to renew for 30 years. Payment made. Staff waiting on official paperwork.
Fairwinds Regional Parks Management Plan	Development of Management Plan	June 2015	+	Planning commenced Sept. Urban Systems retained. 1 <sup>st</sup> Open House completed.

Little Qualicum River Regional Park Bridge	Determine legal process for dissolving easement over bridge and taking over management of bridge for pedestrian access to other side of river.	Dec	+	Met with lawyer and received direction on legal process and associated implications of taking over the bridge. Board report for Feb RPTSC completed.
Little Qualicum River Estuary	Continue to work with partners on invasive plant removal and upgrades to the fish channel	ongoing	+	
Regional Park Zoning	Work with Planning Department to rezone parks.	2015	+	
Top Bridge Trail Upgrades	Work with City of Parksville to Upgrade facilities	TBD	+	Meeting to be held to determine timeline. Parksville is currently undertaking the upgrades.