

REGIONAL DISTRICT OF NANAIMO  
ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION  
AGENDA

Wednesday, September 20, 2017

7:00 P.M.

Cedar Heritage Centre

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES
  - 3.1 Electoral Area 'A' Parks, Recreation and Culture Commission Meeting - FEBRUARY 22, 2017 2  

That the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held **February 22,2017**, be adopted.
4. CORRESPONDENCE
  - 4.1 K. St. Cyr, SD68 re: Island Health Grant 6
  - 4.2 M. Rowell, re: Wooden Owls on Trees in Forest Trails 7
5. UNFINISHED BUSINESS
  - 5.1 Driftwood Beach Access Stairs – Community Information Meeting
6. REPORTS
  - 6.1 Parks Update Report –Jan-Mar 2017 9
7. BUSINESS ARISING FROM DELEGATIONS
8. NEW BUSINESS
  - 8.1 Cedar Skatepark – Viewing platform
9. ADJOURNMENT

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND  
CULTURE COMMISSION REGULAR MEETING  
HELD WEDNESDAY, FEBRUARY 15, 2017  
7:00PM**

*(Cedar Heritage Centre)*

**Attendance:** Alec McPherson, RDN Director, Chair  
Jim Fiddick  
Bernie White  
Angela Davies  
Andrew Thornton  
John O'Connor

**Staff:** Hannah King, Superintendent of Recreation Program Services  
Elaine McCulloch, Parks Planner  
Ann-Marie Harvey, Recording Secretary

**Regrets:** Kerri-Lynne Wilson  
Graham Gidden

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**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:07 p.m. and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**ELECTION OF DEPUTY CHAIR**

MOVED Commissioner White, SECONDED Commissioner Fiddick that Commissioner O'Connor be appointed deputy chair.

CARRIED

**DELEGATIONS/GUESTS**

**SFN Sport Court Update and Discussion**

**D. White II**, Snuneymuxw First Nations Council

**M. Robinson**, Manager, Snuneymuxw Recreation & Wellness Centre

Ms. Robinson spoke to the Commission about her role with Snuneymuxw and the sacred territory where the sport court is being constructed. She spoke of the Bighouse Facility and the traditional ceremonies held there. She noted that they look forward to working with the Regional District in making the sport court facility available to all the community for recreational use.

Councillor White spoke of his hopes to not duplicate services and facilities in the area, and have the coming health centre and sport court available to everybody. He would like the connections with the community and the RDN to carry on and looks forward to the future. He appreciated coming out tonight to speak.

## MINUTES

MOVED Commissioner O'Connor, SECONDED Commissioner White that minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held November 16<sup>st</sup>, 2016 be adopted.

CARRIED

## BUSINESS ARISING FROM THE MINUTES

## COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Davies, SECONDED Commissioner O'Connor that the following Communications/Correspondence be received:

K. St. Cyr –Cedar Community Secondary School to H. King, RDN RE: **RDN/VIHA Grant Collaboration**

H. Sarchuk, North Cedar Improvement District to W. Marshall, RDN RE: **Cedar Plaza Planting and Irrigation.**

CARRIED

## REPORTS

### Parks Update Report -fall 2016

#### Cedar Plaza Update

Ms. McCulloch updated that construction was delayed due to the winter weather. Paving and benches will go in soon and planting will be completed in the spring. She noted that Ms. Fesiak requested some feedback about what information the Commission would like to see on the kiosk board i.e. maps, notice board, history. Ms. McCulloch will share these ideas with Ms. Fesiak and will provide some examples to the Commission at an upcoming meeting.

#### Cedar Skate Park Update

Ms. McCulloch reported that a Risk Management Survey was recently completed by the Municipal Insurance Association of BC. Staff also noted the washrooms on the site may need to be moved due to water seepage.

#### Cedar Heritage Centre Update

Ms. King has not received any information yet regarding the centre room changes.

#### Recognition Information

Ms. King noted the examples provided of recognition programs in other areas of the Island. The Commissioners discussed some of the ideas and it was suggested they attend the next District 69 Recreation Commission's Performance Recognition Ceremony. Ms. King will provide the Commission members with the date of the next District 69 Recognition Ceremony.

MOVED Commissioner White, SECONDED Commissioner O'Connor that the reports be received.

CARRIED

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

### **RDN/VIHA Grant**

Commissioners discussed the ideas put forward by K. St. Cyr for the use of the Island Health grant funding for Electoral Area 'A'.

MOVED Commissioner White, SECONDED Commissioner O'Connor that the use of Island Health Community Wellness Grant Electoral Area 'A' funds to purchase items for the Farm to School Program, Weight Room and Smoking Cessation Program be supported as requested by the Cedar School Coordinator.

CARRIED

### **Cedar Plaza Planting and Irrigation**

The Commission discussed the letter from North Cedar Improvement District. Trustee's Sharon Thomson and Steve Dives of the North Cedar Improvement District were in the gallery to answer any questions about the decision made to not provide water service at Cedar Plaza unless a washroom was installed. They reviewed their bylaw and talked about some possible alternatives that could be presented.

MOVED Commissioner Davies, SECONDED Commissioner Fiddick that staff review possible alternatives to potentially allow water service at Cedar Plaza from the North Cedar Improvement District and report back to the Electoral Area 'A' Parks, Recreation and Culture Commission.

CARRIED

## **NEW BUSINESS**

### **Island Heath Grant**

This item was discussed under Business Arising from Delegations or Communications

### **Grants/Subcommittee**

Ms. King reminded Commissioners of the next grant deadline of Feb 24<sup>th</sup>. Commissioners O'Connor, White and Gidden (via email) agreed to continue serving on the committee.

### **2017 Budget Update – EA 'A' Parks, Recreation & Culture**

Ms. McCulloch and Ms. King answered a couple of questions from Commissioners regarding the budget information.

### **Recreation Facilities Association of BC – Parksville, BC May 8th-11th**

Ms. Harvey will email out more information about this conference closer to the date.

### **BC Recreation and Parks Association Symposium – Kelowna, BC April 5<sup>th</sup> -7<sup>th</sup>**

Commissioners White and Davies will check their schedules and confirm with Ms. Harvey that they can attend. Should they not be able to attend, Commissioners Thornton and O'Connor will be alternates to attend.

**COMMISSIONER ROUND TABLE**

Commissioners provided community updates to the Committee.

**ADJOURNMENT**

MOVED Commissioner O'Connor, SECONDED Commissioner White that the meeting be adjourned at 9:25pm.

CARRIED

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*Chair*



April 4, 2017

School District 68  
c/o Karen St. Cyr  
1640 MacMillan Road  
Nanaimo, BC

Attention: Karen St Cyr

**Celebrating  
50 Years  
1967-2017**

Dear Ms. St. Cyr:

**RE: Island Health Community Wellness Grant**

Please find enclosed a cheque for the grant funds provided by way of the Island Health Community Wellness Grant given to the Regional District of Nanaimo in 2016. These funds (\$7, 114.00) must be utilized as outlined for the following projects; Farm to School Program, Weight Room, and Smoking Cessation Program, as per your letter to the EA 'A' Parks, Recreation and Culture Commission dated January 18, 2017. Please provide a status report regarding the projects within the year.

If you have any questions, please contact me via email at [hking@rdn.bc.ca](mailto:hking@rdn.bc.ca) or by phone at 250 248 3252.

Yours in recreation,

Hannah King  
Superintendent Recreation Program Services

**Oceanside Place**  
830 West Island Highway  
Parksville, BC  
V9P 2X4  
(250) 248-3252  
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cc A. McPherson, Director EA 'A'  
D. Banman, Manager Recreation Services

**Ravensong Aquatic Centre**  
737 Jones Street  
Qualicum Beach, BC  
V9K 1S4  
(250) 752-5014  
Fax: (250) 752-5019

**RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)**

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**From:** Michael Rowell [mailto:michael.rowell@shaw.ca]  
**Sent:** Wednesday, August 30, 2017 10:28 AM  
**To:** Alec McPherson  
**Cc:** King, Hannah  
**Subject:** Wooden Owls on Trees in Forest Trails

Hi Alec:

I have just been finding new wooden owls attached to trees along some of our local trails.

I note that in 2015 this problem was discussed at Area A meetings.

In the minutes of the June 17 2015 meeting Councillor Graham Gidden stated that the person responsible had been located and the individual said that this practice would not occur in future.

At that time about 80 of these wooden owls had been located by parks workers.

Yesterday my wife and I photographed 3 similar wooden owls screwed into trees in Hemer Park. One may have been old and not removed but two seemed to be new.

I have started to document similar sightings in other parks in the RDN and further afield.

Some of the wooden owls are at a height that would enable them to be removed immediately but others are up high and would need a ladder to remove safely without damaging the tree further.

Please note that the basic design of the wooden owls are the same as were being placed on trees up until June 2015; rather crudely carved and marked and attached by sunken square head decking screws.

The assumption would be that the same person is once again carrying out this act of vandalism or that the persons owls are being sold or given to others who carry out these acts.

Moreover, a few days ago my wife and I visited the Avatar Grove outside Port Renfrew and found a wooden owl and a wooden face attached to trees on the upper trails close to the large "gnarly" Western Red Cedar.

This area is pristine forest is now off-limits to logging and has been made accessible to the general public through the efforts of many groups and individuals in area including the Ancient Forest Alliance, Port Renfrew Chamber of Commerce and local First Nations. It would indeed be a pity if acts of desecration to trees become more common and tolerated in our region.

I will be following up separately on the issues at the Avatar Grove with The Ancient Forest Alliance but hope that you may be able to bring up the specific problem within the RDN system at your next meeting.

Thank you for your consideration.

If there is any way a can be of further assistance please do not hesitate to contact me. I can supply a phone number of needed.

I have cc'ed this email to Hannah King, Superintendent of Recreation Program Services who I believe is present at Area A meetings.

Sincerely  
Michael Rowell  
Ladysmith



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**TO:** Parks Committees and Commissions      **DATE:** May 19, 2017  
**FROM:** Wendy Marshall  
          Manager of Parks Services              **FILE:**  
**SUBJECT:** Parks Quarterly Update Report – January –March 2017

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### RECOMMENDATION

That the parks quarterly update for January to March 2017 be received as information.

### SUMMARY

Staff have continued to work on key projects outlined in the 2017 Operational Plan including initiating the final works on the E&N Trail and holding a design workshop for the Huxley Park Skakepark. Parks staff are actively working on 12 of the 15 Parks projects listed in the Operational Plan. Updates on the various Parks projects are provided below and in the attached work sheet.

#### *Planning and Capital Projects – Key Highlights*

**E & N Finishing and Opening Event R+P-100A-2014** – The Coombs to Parksville Rail Trail was opened to the public on December 23<sup>rd</sup> and since that time a large number of users have contacted RDN Parks to say thank you for the great trail. Some users also expressed concern about horses on the trail and requested that they be prohibited from the trail. This matter was considered by the Board in April.

This spring, the contractor will undertake final works on the Rail Trail, which involve the completion of two pedestrian rail crossings, correction of deficiencies, and final trail grooming. Work on the installation of pedestrian controlled beacons, roadside works to control vehicle parking near the trail and zebra crossings will also get underway in April. Amenities including garbage cans, regulatory signage, kiosk signage, landscaping, and way-marking signage will be installed in May. Parks, Recreation and Communications staff are working on the opening event, scheduled for Saturday May 27<sup>th</sup> at Springwood Park, with attendance expected by federal, provincial and local government representatives.

**Skatepark Design at Huxley Community Park R+P-34-2016** – In January, the Huxley Skatepark Concept Design contract was awarded to Newline Skateparks who are working in collaboration with Spectrum Skateparks. A community design workshop was held on February 22<sup>nd</sup> on Gabriola Island at the Hope Centre. Approximately 20 people attended and provided the consultant with their vision for the park. Parks staff are working with Newline to develop a concept plan that incorporates this feedback, fits with the approved Park Master Plan, and works with the existing topography of the park. The final design is scheduled for completion by the end of March and will be followed by an opportunity for public input.

**Trans Canada Trail Timberlands Road Trailhead** – In March, the RDN was awarded a \$30,000 Rural Dividends grant to assist with the development of a new Timberlands Road trailhead with parking lot and approach trail at the far south end of the RDN’s Trans Canada Trail. The project will move users along the hydro and gas line corridor to the junction with Cowichan Valley’s Trans Canada Trail and onwards to the RDN’s Haslam Creek Suspension Bridge and trail to Nanaimo. Parks staff are working with landowners including Island Timberlands to secure land access. This year marks the 25<sup>th</sup> anniversary of the Trans Canada Trail and Vancouver Island celebrations are expected to take place in the fall, by which time the new trailhead and route should be complete. The new trailhead and route are required because the Crown has advised that it intends to reactivate its large gravel pit off Timberlands Road and the current route to the Haslam Creek Bridge and the TCT will be closed.

**Horne Lake Regional Trail and Heritage Designation R+P-31-2016** – In February, the RDN was awarded a \$10,000 Rural Dividends planning grant to assist with a geo-technical feasibility study of potential trail route through hazard lands below Mount Mark. This forms part of the proposed Horne Lake Regional Trail (HLRT) linking the Big Qualicum River Regional Trail with the RDN-ACRD border via Strata lands along the north shore of Horne Lake, the Regional Park and undeveloped MoTI road allowance. This year, focus will be placed on confirming a feasible route, ground-truthing the lay of the land, and identifying the scope of development required. Formal planning and costing will follow in 2018, with development planned for 2019. Work on the longer sea-to-sea Horne Lake Heritage Trail project (Qualicum First Nation at the Salish Sea to First Nations lands in downtown Port Alberni on the Barclay Sound) will also be initiated in 2017 with the goal to conclude a route partnership and obtain BC Heritage Trail designation for 2020.

**Little Qualicum River Regional Park Expansion R+P-39-2017** – A new parkland donation has more than doubled the size of the Little Qualicum River Regional Park. The gift, donated by Wicklow West Holdings, Ltd., and valued at \$1.837 million, includes 68 hectares expanding the park from 44 to 112 hectares. The donated land opens up a much larger green belt for park users to enjoy. The donation also increases the conservation value of the park which protects salmon and trout habitat as well as a variety of plant communities. The expanded park is now open to the public with the main trailhead located off Corcan Road in Qualicum Beach. The RDN will develop additional signage and the bridge within the park will be repaired later this year.

**Descanso Bay Regional Park Operator** - A Request for Proposals for a new Park and Campground Operator was issued on February 6<sup>th</sup>, 2017 and three eligible proposals were received by the March 14<sup>th</sup> deadline. The contract was awarded to Jessica Sedlock and Calvin Nguyen who are residents of Gabriola Island. They will be taking over management of the Park in mid-April.

**Cedar Plaza Tipple Kiosks** – In December, the first stage of construction at Cedar Plaza in Area ‘A’ was completed for two kiosk structures designed to resemble a coal mining tipple. The second stage of construction (including paving work and the installation of seating) will be completed in April. Plaza landscaping will be completed in May and info signage will be designed and installed later this year.

**Oak Leaf Community Park Development** – The majority of development at Oak Leaf Drive Community Park in Electoral Area ‘E’ has been completed, including the installation of a toilet, parking improvements, trail surfacing and some fencing. The Parks Department has requested the input of Nanoose First Nation to provide a Coast Salish name for the park. Once this is determined, park signage will be installed. Additional fencing along the west boundary will also be installed this year.

**Inventory and Mapping** – Parks and GIS staff are working on the production of a comprehensive park registry and inventory system to support parks, mapping, as well as asset management functions and align with SharePoint file storage. Internal, planning and promotional map work, including a Crown Lands and water access map, will result and greater use made of the Parks and Trails Finder product.

***Operations – Key Highlights***

- Brushing was carried out along trail sections in Moorecroft Regional Park to facilitate Fire Department access. The work was carried out by staff in consultation with The Natures Conservancy of Canada and the Nanoose Fire Department.
- Brushing was carried out in 707 Community Park and Cox Community Park on Gabriola Island to facilitate Fire Department access. This work was carried out by crews with the Coastal Wildfire Center and in consultation with the Gabriola Fire Department. Parks Operations Staff worked with the other agencies for the planning, coordination and oversight of the work.
- Work is underway on the implementation of a new Park and Playground Inspection program and support software. Once in place the system will help provide for better inspections, improved record keeping, improved risk management, and timely follow up of identified tasks.
- Work is underway on the implementation of a new service request program. Once in place the system will help track service requests, work orders, maintenance tasks, and complaints from beginning to end. The result will be increased efficiency, better monitoring of work in progress, better recordkeeping and reporting.
- Regular maintenance inspections are underway on the new Parksville to Coombs Rail Trail. Staff report that users are keeping the trail clear of litter and there have been no vandalism incidents to date.
- New picnic tables were installed at the Meadow Drive Community Park in Electoral Area 'C', completing the picnic shelter and the latest phase in that park's development.
- Staff are carrying out the installation of new water access signs in Electoral Area 'H'

***Parks Maintenance Contracts***

The Request for Proposals for Landscape Maintenance Services for various Community Parks and Trails was issued February 28<sup>th</sup> and four proposals were received by the March 30<sup>th</sup> deadline. Proposal evaluations are underway with the goal to have a two-year contract awarded and the work underway by May 1<sup>st</sup>.

***Service Calls***

Service calls relating to downed branches and trees in parks and along trails are common this time of year. Clean-up of winter damage is underway and will continue over the next couple of months. There was more damage than normal and more calls regarding hazard trees.

***Park Statistics***

Trail counter operation over the winter and early spring were hampered by snow and ice.

***Permits***

Sunnybeach Water Access (Area H): The Tidal Treasures park use permit issued in the fall of 2016 was terminated in late January with the project proponents directed to use publicly managed beaches better suited to receiving treasure hunters.

Little Qualicum River Estuary Regional Conservation Area (Area G): A park use permit was issued to the BC Conservation Foundation to undertake a guided tour of the fish channel restoration works on the spit as part of Brant Festival 2017.

Top Bridge Regional Trail (Area G): Work continued with the Mount Arrowsmith Biosphere Region Amazing Places project on the designation and promotion of the Top Bridge Crossing as one the Biosphere's Top Ten Amazing Places. Amazing Places signage was erected at the Top Bridge kiosk by the suspension bridge, and filming will be undertaken at site during 2017. The RDN can now make use of the Amazing Places brand in the promotion of this Regional Trail.

Moorecroft Regional Park (Area E): Park staff continue to liaise with Nanoose Bay Elementary School on use of the Park for weekly K/1/2 outdoor classrooms. Ecole Ballenas Secondary has applied for a permit to allow Grade 9 students to practice intertidal zone snorkeling skills at the Park.

Oak Leaf Drive Community Park (Area E): A permit was issued to the Mount Arrowsmith Biosphere Region Research Institute to conduct a BioBlitz at the park on April 22<sup>nd</sup>. This is the second year the Biosphere is undertaking the BioBlitz program and the first site used aside from Milner Gardens and Woodland. It is the goal of the Biosphere to conduct BioBlitzes at all parks and protected spaces in the Biosphere. BioBlitz results at Oak Leaf will contribute to the environmentally sustainable operation of this Gary Oak Meadow oceanfront park.

Mount Benson Regional Park/Witchcraft Lake Regional Trail (Area C): Park staff concluded a park use permit with the Runners of Compassion for an April 14<sup>th</sup> competitive running event called the 2017 Fletcher's Challenge. Proceeds will go to support local families, charities and youth. Park staff continue to work with the International Widows and Orphans Fund on another running event involving the Park.

Arboretum (Nanaimo): Park staff worked with BC Hydro and Arboretum volunteer Don Pigot on use of the site for Hydro arborist training purposes. In the end, the application was withdrawn due to logistical difficulties but Hydro hopes to try again.

Descanso Bay Regional Park (Area B): A permit to hold a wedding April 15<sup>th</sup> at the old house point was issued and work continues with regard to a July 22<sup>nd</sup> wedding at the park.

Rollo McClay Community Park (Area B): The Gabriola 4-H Club was once again issued the concession permit at the park; a second proponent applied but withdrew interest. The 4-H Club has run the concession at Rollo during softball season for over seven years.



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Wendy Marshall  
wmarshall@rdn.bc.ca  
April 25, 2017

Reviewed by:

- T. Osborne, General Manager of Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments

1. Parks Work Plan Update – (January- March, 2017)

# Parks Work Plan

## March 2017 Update

PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
A	15-568	2016-001	Cedar Plaza	Tipple construction	2016	2017 Q1	Delayed	Construction has started but is delayed due to weather.
A	15-568	2017-001	Cedar Plaza	Sign boards for the Tipple Structure	2017	2017 Q1	Not started	Planned for Spring 2017
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access stair consultation and design	2017	2017 Q2	Not started	Planned for Spring 2017
A	Staff	2017-003	Skate park	Concrete headwalls	2017	2017 Q3	Not started	Planned for Summer 2017
A		2018-001	Beach Accesses	Driftwood Beach Access stairs construction	2018		Not started	Planned for 2018
A	17-153	NEW 2017-053	Cedar Plaza	Review Possible Alternatives to allow water	2017	2017 Q4	Not started	Planned for Fall of 2017
B	15-369	2016-003	Huxley	Skate Park detail design	2016	2017 Q1	Underway	RFP has been awarded; first public workshop completed.
B	15-565	2016-005	Cox	Entry sign installation	2016	2017 Q1	Completed	Sign is ordered and will be installed in the coming weeks. Project now completed.
B	15-565	2016-006	Cox	Bench installation	2016	2017 Q1	Completed	Benches to be installed in next few weeks. Project now completed.
B	16-346	2016-007	McCullum Road ' Cash in Lieu	Work with Developer for processing the Cash in Lieu	2016	TBD	Underway	Waiting for developer to received his PLA and final approval.
B	Posac	2016-007	Whalebone	Various upgrades	2016	2017 Q3	Underway	Work to continue throughout 2017.

# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
B	16-677	2016-008	Development	Density transfer/subdivision review and comment	2016	2017 Q2	Underway	Early referral report done for board and response sent to Islands Trust (IT). Received additional IT referral March 10, 2017. Report to go to POSAC and Board spring 2017. Staff examining referral.
B	Grant	2017-004	Huxley	Playground design and install	2017	2017 Q4	Underway	Construction drawings underway. To be constructed fall 2017. Waiting for outcome of grant application.
B	15-438	2017-005	Huxley	Sport Court upgrades	2017	2017 Q4	Not started	Timeline for project will be determined in once the outcome of the grant applications is known.
B	16-348	2017-006	707	Signs review and update	2017	2017 Q4	Not Started	Fall of 2017
B	15-089	2017-007	Rollo	Dog Park design - work with community group	2017	2017 Q4	Not started	Planned for Fall of 2017
B	Staff	2017-008	Decourcey stairs	Rebuild Beach Access stairs	2017	2017 Q3	Not started	Planned for the summer of 2017
B	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2017	2017 Q3	Underway	Geotech assessment of Site underway.
B	Staff	2017-010	Malspina Galleries	Trail work/garbage can install	2017	2017 Q3	Underway	Planned for the summer of 2017. Garbage receptacle ordered.
B	17-112	NEW 2017-054	Rollo	Determine Feasibility of Lion's Storage Shed			Completed	Determined that unfeasible due to Island Trust zoning restrictions.
B-CWrks	Board	2015-001	Village Way Path	Design/MOTI approval	2015	2017 Q1	Underway	Plan redesigned per MOTI response in 2016 and the new design presented to MOTI. MOTI approved moving forward to the permitting stage. Costing by engineering consultant expected mid-March; next steps to be discussed with the Area Director. Director declines to pursue plan. Invoice from engineer requested; final allocation of CWF dollars required to cover last project payments.

# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
B-CWrks		2017-011	Village Way Path	Construction	2017	2017 Q4	Not started	To be determined once costing is obtained and direction provided by Area Director.
C EW/PV	Posac	2018-003	Anders Dorrit	Information sign design and install	2018		Not started	Planned for 2018
C EW/PV	Posac	2018-004	Anders Dorrit	Detailed design	2018		Not started	Planned for 2018
C Ext	Staff	2016-017	Park	General			Not started	TBD
C Ext - CWrks		2018-002	Extension School	Agreement/Reno	2018		Delayed	No agreement with SD 68 at this time. Planned for 2018
E	16-197	2016-009	Claudet	Utilities lot transfer	2016	TBD	Underway	Information was provided to Water Services. Water Services is working on the transfer.
E	Posac	2018-005	Trail Project	TBD	2018		Not started	Planned for 2018
E	17-155	NEW 2017-055	Nanoose Road Community Park	Remove Playground Structure and determine alternative use	2017	2017 Q4	Not started	Removal to be completed in the coming weeks. Discussions for alternation use to be undertaken with POSAC.
E	17-156	NEW 2017-056	Open Space Plan	Rescind plan and use CPTS	2017	2017 Q2	Not started	Plan to be removed from the website.
E-CWrks	Board	2015-002	Blueback	Construction	2015	2017 Q2	Delayed	Work continued through the fall with the construction of rock walls. Snow has stalled construction and work will begin again when weather improves. Contractor is planning work for end of April, depending on weather
E-CWrks	16-564	2016-010	Oak leaf	Development as per plan	2016	2017 Q1	Underway	Phase 1 complete except for bench and signage. Signage is awaiting confirmed name for the park. Phase 2 - fencing and final landscaping under review.
E-CWrks	17-154	NEW 2017-057	Jack Bagley	Agreement for CW funds for SD69	2017	2017 Q2	Not started	Agreement to be circulated shortly.

# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
F	Posac	2017-012	ACT Trails	Land Agreement for trail development	2017	2017 Q1	Changed to 2017-050	Route changed, land agreement no longer needed. See project number 2017-050.
F	Posac	2017-050	ACT Trails	Carrothers trail development	2017	2017 Q1	Underway	MOTI permit received.
F	Staff	2017-013	Meadowood	Parking lot improvements	2017	2017 Q3	Not started	Planned for summer of 2017.
F	Posac	2018-006	Errington	Playground design	2018		Not started	Planned for 2018
F	Staff	2018-007	Errington	Operator Agreement	2018		Not started	Planned for 2018
F	Posac	2018-009	ACT Trails	Trail development	2018		Not started	Planned for 2018
F-CWrks	Posac	2019-001	Errington Playground	Construction	2019		Not started	Planned for 2019
G	16-619, 17-157	2017-014	Stanhope Trail	Planning, construction	2017	2017 Q4	Underway	Detailed design of an asphalt paved connector trail from the end of Wally's Way to Ackerman Rd is complete. Staff have direction to proceed with obtaining bids to build a gravel trail and forego the paved option. Staff will prepare RFP.
G	Staff	2017-015	Boulton	Replace playground borders	2017	2017 Q3	Not started	Planned for summer of 2017.
G	Posac	2018-010	River's Edge Plan	Playground design	2018		Not started	Planned for 2018
G-CWrks	16-059	2016-012	Little Qualicum Hall	Assessment and report on condition of the building	2016	2017 Q1	Completed	Report being prepared for the March Area G POSAC meeting. Report sent to March meeting.
G-CWrks	17-158	2018-011	Little Qualicum Hall	Close and remove building	2018	2017 Q3	Underway	Updated HazMat Report underway, Hall Bookings suspended beyond April 15th. Communications regarding closure underway with stakeholders/residents.
G-CWrks	Posac	2019-002	French Creek Paths/Trails	TBD	2019		Not started	Planned for 2019



# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H	Board	2014-582	Grant - Lighthouse Community Centre Society	Bldg upgrades as identified by the LCCS - Installment 4	2017	2017 Q2	Completed	Report for 2016 spending received. Funds for 2017 will be released once budget is approved and funding requests received from the LCCS. Agreement signing underway. Cheque to be released April 1.
H	Staff	2016-013	Lions Park	Operator Agreement	2016	2017 Q1	Underway	Meeting held mid-January with the Lions Club to review the Club's short and long-term interests, and a new tenure arrangement. SMS preparing draft lease; received mid-March; to be presented to Lions Club mid-April when representatives back from holidays.
H	Other	2016-014	Roadside Trails	OPC planning - work with Planning Department on	2016	2017 Q1	Underway	Response was provided on the draft of the Active Transportation plan.
H	Other	2016-015	Trails Initiative	Community Trails - GIS work and signs	2016	TBD	Underway	Signs installed at Hatchery. GIS captured trail data. Signs to be installed.
H	16-281	2016-017	Beach Accesses	Assess sites and install signs at sites identified by the POSAC	2016	2017 Q1	Underway	Planning work completed. New sign-posts installed. Signs to be installed within the next couple of weeks.
H	17-020	2017-016	Dunsmuir	Detail design	2017	2017 Q4	Not started	Planned for summer of 2017.
H	Staff	2017-017	Thompson-clark	Stair repair	2017	2017 Q3	Not started	Planned for summer of 2017.
H		2018-012	Dunsmuir	Phase I construction	2018		Not started	Planned for 2018
H	Posac	2018-013	Wildwood	Kiosk development and install - split with Regional	2018		Not started	Planned for 2018
H	Posac	2019-003	Oakdowne	Licence on other crown parcels surrounding the park	2019		Not started	Planned for 2019

# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H	17-012	NEW 2017-058	Dunsmuir	Clear view corridor into park	2017	2017 Q3	Underway	Staff to review on-site works in March. Site work identified and Staff awaiting contractor quotes.
H-CWrks	Other	2020-001	Area H Roadside Trails	Work with MOTI on any development of trails along the road.	2020		Not started	Timing will depend on the Active Transportation Plan currently under development.
Other - Comm	16-616	2016-018	Park Signage	Remove old and install simple signage	2016	2017 Q1	Underway	Majority of signs removed and replaced with park name signs.
Other - Comm	Other	2018-014	Bike Network Plan	Develop plans	2018		Not started	Planned for 2018
Other - Comm	Operational		Development	Subdivision/parkland - review, comments and POSAC input			On Going	Ongoing as required through planning
REG	Board	2015-003	Benson Creek Falls	Licence renewal	2015	2017 Q1	Completed	Complete Feb/2017
REG	16-126	2016-024	Mount Benson	Race Event - work with event holders	2016	2017 Q1	Underway	Meetings held with organizer, documents received and permit issued for first event in April. Second group considering event in fall.
REG	Mgmt. Plan	2016-025	Moorecroft	Agreement - La Selva entry	2016	2017 Q1	Underway	Approval by Board to execute agreement with strata. Complete once signatures of all parties obtained.
REG	Staff	NEW 2017-052	Moorecroft	Planning Development Zone	2017	2017 Q3	Underway	Due to complexities and multiple uses of the area, a stakeholder planning session will be held and a plan created.
REG	16-480	2016-026	Moorecroft	Planning with First Nations	2016	2017 Q4	Underway	Will continue discussions with FN regarding building in the park. FN are also invited to participate in planning session for the park.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Operational	2016-028	Beachcomber	Management Plan development	2016	2017 Q2	Underway	First round public consultation completed. Draft plan being written. Waiting for consultant work conclude before finalizing document.
REG	Staff	2017-019	Ammonite Falls Trail	Bridge studies	2017	2017 Q4	Not started	Work planned for the summer of 2017.
REG	Staff	2017-020	TCT	Timberlands Road trail head development	2016	2017 Q4	Underway	Rural Dividends Program \$30K development grant awarded 3 March. Meeting with landowner Island Timberlands held 16 March; request still under review by IST. TCT HQ advised and further funding to be sought from that source.
REG	Mgmt. Plan	2017-021	La Selva	Construction	2017	2017 Q2	Not started	Will begin once agreement is signed by all parties.
REG	16-766	2017-023	Horne Lake Regional Trail	Planning	2016	2018 Q2	Underway	Rural Dividends Program \$10K planning grant awarded 21 February 2017.
REG	16-767	2017-024	Horne Lake Heritage Trail	Historic designation	2017	2020	Not started	
REG	Staff	2017-025	Horne Lake	Park upgrades	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	Staff	2017-026	Horne Lake	Accessible toilets install	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	Staff	2017-027	Descanso	Tractor purchase	2017	TBD	Delayed	Purchase decision of replacement tractor under review.
REG	Operational	2017-028	Descanso	Operator Agreement	2017	2017 Q3	Completed	RFP submissions received and new operator selected.
REG	Staff	2017-029	Englishman River	Geo technical study of the bank above the road	2017	2017 Q2	Not started	Work planned for the spring of 2017.
REG	Staff	2017-030	Englishman River	Repair road to Top Bridge	2017	2017 Q3	Underway	Work delayed due to weather. Work is anticipated to get underway at the beginning of May and complete by May

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Mgmt. Plan	2017-033	Nanaimo River	Interpretive signs design and install	2017	2017 Q3	Underway	Design of six interpretive signs complete. Signs will now be ordered for installation.
REG	Mgmt. Plan	2017-034	Nanaimo River	Install benches	2017	2017 Q2	Not started	To start in the coming weeks.
REG	16-666	2017-036	Mount Benson	Parking solution	2017	TBD	Underway	Staff investigating parking improvements for Board Consideration.
REG	16-649	2017-038	Coats Marsh	Bat study	2017	2017 Q1	Not started	Consultant selected and study to take place in June.
REG	Staff	2017-040	Moorecroft	Vault toilet install	2017	TBD	Not started	Location and type of toilet to be determined through planning for the development zone.
REG	16-669	2017-048	Benson Creek Falls	Parking feasibility study and design - Weigles entrance	2017	TBD	Underway	Staff are confirming tenure of panhandle and then will move to locate, survey and design parking lot.
REG	16-668	2017-049	Benson Creek Falls	Parking - monitor and communicate with residents	2017	2017 Q4	Underway	Staff met with residents in mid-March to ensure open communication moving forward.
REG	Posac	2018-017	Wildwood/LHRT	Kiosk development and installation - split with H	2018		Not started	Planned for 2018
REG	Staff	2018-018	Descanso	Septic field studies	2018		Underway	Existing system pumped and inspected by Environmental Health Officer. Awaiting Report.
REG	Mgmt. Plan	2018-019	Benson Creek Falls	Kiosk	2018		Not started	Planned for 2018
REG	Staff	2018-020	Arboretum	Kiosk upgrade -design new sign with volunteers and install	2018		Not started	Planned for 2018
REG	Mgmt. Plan	2018-021	Moorecroft	Picnic shelter design/tender	2018		Not started	Will occur in 2018 following Moorecroft planning process with stakeholders to refine amenity needs and locations.
REG	Other	2019-004	Top Bridge	Reroute trail and parking lot in City of Parksville	2019		Not started	Planned for 2019. Timing depends on the City of Parksville.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG		2020-003	Horne Lake Regional Trail	Construction	2019	2020	Not started	Construction planned to begin in 2019.
REG	Other		Fairwinds	Development - PDA		TBD	Underway	Staff have met with Planning Staff to review development proposal and PDA amendments.
REG CAP	Board	2014-001	Morden Colliery	Lease upgrade	2014	TBD	Underway	Waiting to for processing update from Province.
REG CAP	Board	2016-022	E&N -- Coombs to Parksville Rail Trail	Construction	2016	2017 Q2	Underway	The trail opened for use in December. Remaining items including crossing beacons, rail crossings, paving, and signage to be completed by end of April.
REG CAP	Board	2017-022	E&N -- Coombs to Parksville Rail Trail	Amenities and signs install	2017	2017 Q3	Underway	Garbage cans and dog control signage to be installed by May. Staff assessing use and planning and developing amenities accordingly.
REG CAP	16-670	2017-031	Benson Creek Falls	Stair design, bridge design	2017	TBD	Underway	Staff have begun preparing an RFP for engineering services.
REG CAP	16-670	2017-032	Benson Creek Falls	Geo technical study of the slope for stair and bridge	2017	TBD	Underway	Staff have begun preparing an RFP for engineering services.
REG CAP	15-201	2017-035	Little Qualicum	Bridge upgrades	2017	2017 Q4	Underway	Consulting team in place, design kick-off meeting complete. Surveying underway, Environmental Permit applications
REG CAP	Mgmt. Plan	2017-041	Moorecroft	Washroom -detailed design and construction	2017	TBD	Not started	Type of washroom and location to be determined through planning process for the development zone.
REG CAP	16-124,14-755,14-754	2017-047	Morden Colliery	Bridge and trail design and tender	2017	2018 Q2	Underway	Project delayed because of ALC development application process.

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## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	Other	2016-019	Amazing Places: Top Bridge	Mount Arrowsmith Biosphere Region Research Institute (VIU)	2016	2017 Q4	Underway	Top Bridge made the list as top ten. Launch event held March 30 in Parksville. Amazing Places signage for Top Bridge installed at Top Bridge Crossing kiosk. Amazing Places brand now available for RDN use in promotion. Filming at Top Bridge to be undertaken before end of 2017 for use in Biosphere promotion.
REG - Other	16-654, 16-678, 17-019	2016-020	Salish Sea Marine Trail	Partnership agreement	2016	2017 Q4	Underway	Met with BC Marine Trail Association executive March 6 to review progress. Partnership agreement for Descanso Bay Regional Park and Blueback Community Park to be drafted, with aim to put before September Board.
REG- Other	Staff	2017-051	Brochure	Design New Brochure/Print	2017	2018 Q2	Not started	Design to start at the end of the 2017.
REG - Other	Staff	2017-018	Brochure	Reprint	2017	2017 Q4	Reprint Completed	Reprint ordered with redesign planned for fall of 2017 to incorporate new acquisitions and developments. See project number 2017-051.
REG- Other	Other		Tourism Vancouver Island Vancouver Island Trails Strategy	Phase 3 Exceptional Hiking Experiences Network (Vancouver Island Tourism)	2017		Underway	April Island workshop to initiate identification of obvious candidates for promotion as per Phase 2 Master Plan.
REG - Other	Operational	2017-042	RPT Plan	Develop RFP. Work with consultant on plan	2017	2018 Q4	Not started	RFP to be prepared during summer for Board report in the fall of 2017.
REG - Other	Operational	2018-015	Trail Counters	Expand program	2018		Not started	Planned for 2018.
REG - Other	Other	2018-016	Park Zoning	With Planning Department	2018		Not started	Planned for 2018.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	Operational	2020-002	Parks Warden Program	Redesign the program. Work with existing volunteers	TBD		On Hold	On hold until staff time is available.
REG - Other	Operational		Operator agreements	Monitor			Ongoing	Ongoing
REG - Other	Operational		Partnerships	Meetings and on-going communication with partners			Ongoing	Ongoing
Other	Operational	2016-030	Maintenance Contracts	A, Ext, EW, E, F, H, E&N, VW	2016	2017 Q1	Underway	RFP Issued, Mandatory Site Meeting complete, Addendums (2) Issued. RFP Closed March 30th and 4 responses received. RFP evaluations underway.
Other	Operational	2016-031	2017 Budget	Create	2016	2017 Q1	Completed	The preliminary 2017 budget is completed. During January, the budget will be amended based on the actual surplus and any changes requested by the Area Directors. 2017 budget approved.
Other	Operational	2017-058	2018 Budget and Work plan	Create and forward for approvals	2017	2018 Q1	Not started	Planning for work plan to start in June.
Other	Operational	2016-032	SharePoint system	Create and upload old files	2016	2020	Underway	Staff continue to move files from the old files to the new system.
Other	Operational	2017-039	Staffing	Hire new Parks Planner	2017	2017 Q2	Underway	Position to be posted and interviews to take place early April.
Other	Operational	2017-043	Worksafe BC	Update program	2017	2017 Q4	Underway	Work will continue throughout 2017.
Other	Operational	2017-044	Risk Management	Update Inspection Program	2017	2017 Q4	Underway	Work will continue throughout 2017.
Other	Operational	2017-045	Call and Work Tracking	Install system and train staff	2017	2017 Q2	Underway	Software ordered, Training dates set for April, IT working on wireless in-office capability.
Other	Operational	2017-046	Park Maintenance Plans	Create plans for parks	2017	2017 Q4	Underway	Coinciding with RFP for developed C.P's

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
Other	Operational	2018-022	Purchasing System	Create system for purchase	2018		Not started	Planned for 2018
Other	Staff	2019-005	Donation Program	Create program	2019		Not started	Planned for 2019
Other	Staff	2019-006	Bylaw 1399	Update existing bylaw	2019		Not started	Planned for 2019
Other	Operational		GIS and Mapping	Ongoing mapping			On going	Ongoing
Other	Operational		Park Statistics	Acquisition registry, park records, mapping, statistics			On Going	Complete registry of parks and trails portfolio in final stages, with acquisition identification numbers devised. Internal, planning and promotion maps clarified and being created. All Parks Staff as well as GIS staff participating. Asset Management awaiting complete registry.
Other			Acquisitions	Assessment and report			Underway	Several properties under consideration.
Other	Operational		Budget and Work plans	Ongoing monitoring			On Going	Ongoing
Other	Corporate	NEW	GIS Review	With with staff team to review GIS area	2017	2017 Q2	Underway	Staff interviews underway