

**REGIONAL DISTRICT OF NANAIMO**

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

**REGULAR MEETING**

**WEDNESDAY, MAY 17<sup>th</sup>, 2017**

**7:00 PM**

**(ANNEX BUILDING)**

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**ELECTION OF SECRETARY**

**DELEGATIONS**

**MINUTES**

3-5 Minutes of the Regular Electoral Area 'F' Parks and Open Space Advisory Committee meeting held March 15, 2017

*Motion to adopt the Minutes*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

6-7 E. McCulloch, RDN to G & L Harm, **RE: Carrothers Road Trail/Arrowsmith Comm. Trail**

8-9 E. McCulloch, RDN to P. Hughes, **RE: Carrothers Road Trail/Arrowsmith Comm. Trail**

10-11 E. McCulloch, RDN to W. Salter, **RE: Carrothers Road Trail/Arrowsmith Comm. Trail**

12-13 E. McCulloch, RDN to W & A Trawoger, **RE: Carrothers Road Trail/Arrowsmith Comm. Trail**

**UNFINISHED BUSINESS**

**REPORTS**

14-29 Parks Update Report – January – March 2017

Carrothers Trail Project Update (verbal)

30 2018 Workplan

*Motion to receive Reports*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn*

**NEXT MEETING**

October 25, 2017  
7:00pm

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF ELECTORAL AREA F PARKS AND OPEN SPACE ADVISORY**  
**REGULAR COMMITTEE MEETING HELD**  
**WEDNESDAY, MARCH 15, 2017**  
**7:00 P.M.**

**(Coombs Fair Grounds, Annex Building)**

**ATTENDANCE:** Julian Fell, RDN Area F Director, Chair  
Reg Nosworthy, Area F Recreation Commissioner  
Alfred Jablonski  
Kurtis Kril  
Robin Shackleton

**ABSENT:** Barbara Smith  
Dorothy Roi

**STAFF:** Elaine McCulloch

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**CALL TO ORDER**

Chair Fell called the meeting to order at 7:03 pm.

**WELCOME TO NEW MEMBER**

Chair Fell introduced Robin Schackleton as a new member to the AREA F POSAC. Robin lives in Errington and has accepted the vacant position on the POSAC.

**ELECTION OF SECRETARY**

Barbara Smith has indicated she will miss two of the three Area F POSAC meetings in 2017 and that elections for a replacement secretary should be held. Reg volunteered to take POSAC minutes for the next two meetings and it was agreed to postpone elections for a replacement secretary until further notice.

**DELEGATIONS**

There were no delegations at this meeting.

**MINUTES**

MOVED R. Nosworthy, SECONDED A. Jablonski that the minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) dated November 9, 2016 be adopted as presented.

CARRIED

## **BUSINESS ARISING FROM THE MINUTES**

Chair Fell explained that Robin Shackleton will act as an interface to the Errington War Memorial Hall Board for the POSAC. Robin is not a Hall Board member, but works closely with Hall Board members and is active in the Errington neighbourhood.

Elaine McCulloch explained that additional barriers will be installed along the ditch side of the Cranswick Trail in 2017.

Chair Fell explained that he had an informal meeting with Don and Bernice Fawthorpe regarding the status of the Palmer Road West trail request and that there are no outstanding issues regarding their petition.

## **COMMUNICATIONS and CORRESPONDENCE**

None

## **UNFINISHED BUSINESS**

None

## **REPORTS**

### **Arrowsmith Community Trail (ACT) Update (*verbal*)**

Elaine passed out two large copy maps for POSAC review and reference:

- Community Parks and Trails Strategy, Final Concept Plan Map 2: Electoral Area F East
- Community Parks and Trails Strategy, Final Concept Plan Map 3: Electoral Area F West

The POSAC spent some time reviewing the trail concept for the Area F West map and again agreed that the focus will remain on trails development in the more highly populated Area F East map. The POSAC will continue forward with the priority developments as identified in the minutes of the Area F POSAC Sub-Committee meeting of Thursday, November 3, 2016.

### **Parks Update Report – Fall 2016**

Elaine reviewed the new format for the Parks Work Plan January 2017 Update for all electoral areas in the RDN with focus on the Area F section. The plan regarding trail work for 2017 in Area F is minimal. The 2017 trail project development work plan for 2017 was clarified as follows:

- A decision has been made to keep the Carrothers Trail within the existing road allowance. This may require a special tree cutting permit. It was agreed to target to complete the Carrothers Trail with a rough trail surface only in 2017.
- Elaine will continue to work with the Wood Lot owner on options to start clearing the Palmer Road East trail.
- Work to complete surfacing the balance of the David Lundine Trail from the Farmers Market to Veterans Road will be targeted for 2017.

MOVED R. Nosworthy, SECONDED R. Shackleton that the reports be received as presented.

CARRIED

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

None

## **NEW BUSINESS**

Elaine explained the rezoning process for the 5% parkland and amenity contribution for Area F regarding the property at the end of Springhill road. Several proposals have been put forward regarding possible trails to connect to the E&N Rail Trail and also to horse trails, including possible parking facilities. It is not clear if a final solution will be available for POSAC review before the next scheduled meeting for May 17, 2017.

## **COMMITTEE ROUND TABLE**

The need for a courier copy prior to the POSAC meetings was discussed. Reg and Julian both requested that a courier copy continue to be provided to them. Elaine advised she will still bring copies to the meetings for all other POSAC members.

## **ADJOURNMENT**

MOVED A. Jablonski that the meeting adjourn at 8:20 p.m.

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Chairperson



15 May 2017

George and Lillian Harm  
PO Box 88  
1581 Leffler Road  
Errington BC V0R 1V0

Dear Mr. and Mrs. Harm:

**Re: Carrothers Road Trail  
Arrowsmith Community Trail**

The Regional District of Nanaimo is pleased to advise neighbouring landowners that development of the Carrothers Road Trail will be undertaken within the next two months. This 390-metre trail runs along the undeveloped stretch of Carrothers Road between Leffler and Braddock Roads. A permit to construct a 1.8-metre wide gravel trail with ATV barriers was issued to the RDN by the Ministry of Transportation and Infrastructure. A plan of development is attached here, along with RDN trail standards guiding the work. Financing of trail development is by way of local community park taxes and Community Works Funds.

In the mid-2000s, the RDN began working with the community of Electoral Area F on the planning and development of trails situated on undeveloped stretches of public road. The goal is to develop a system of trail and low-traffic road route that will help walkers, cyclists and equestrians get around without having to deal with busy roads such as Errington and Grafton. A public open house on the Arrowsmith Community Trail (ACT) project was held at the Errington Community Hall in 2010 and garnered much popular support. In 2012, the first ACT trail was completed: the Errington School Trail linking Middlegate and Kopernick roads with Errington Elementary School by trail. In 2015/2016 the Price Road trail and the Cranswick Road trail were completed.

The ACT project is overseen by the Area F Parks and Open Space Advisory Committee (POSAC), which meets quarterly and advises the Area F Director on community park and trail matters in this electoral area. The next meeting of the POSAC is scheduled for Wednesday, May 17<sup>th</sup> at the Coombs Fairgrounds Annex Building. A working group of Committee members has formed to assist RDN Park staff with ACT planning. Should you wish to become involved in trail work, please do not hesitate to get in touch with us.

RECREATION AND PARKS DEPARTMENT

HEAD OFFICE:  
Oceanside Place  
830 West Island Highway  
Parksville, BC  
V9P 2X4  
(250) 248-3252  
Fax: (250) 248-3159  
Toll Free: 1-888-828-2069

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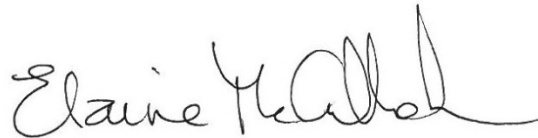
RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

I take this opportunity to note that, like all RDN Parks and Trails, the Carrothers Road Trail is not open to use by motorized vehicles (e.g., ATVs and dirt bikes). *Park Use Regulations Bylaw 1399* provides for enforcement measures against unauthorized users and the RCMP has additional power to enforce (fines and ultimately seizure of vehicles) under the *Motor Vehicles Act*. RDN Parks makes every effort to keep unauthorized users off of trails and your cooperation and support is appreciated.

More information about RDN Parks may be found on the Region's website at [www.rdn.bc.ca/parks](http://www.rdn.bc.ca/parks). Should you have any questions about the Carrothers Road Trail, please contact me at the number or email address below.

Enjoy the spring!

Sincerely,

A handwritten signature in black ink that reads "Elaine McCulloch". The signature is fluid and cursive, with the first name "Elaine" written in a larger, more prominent script than the last name "McCulloch".

Elaine McCulloch  
Parks Planner  
emcculloch@rdn.bc.ca

#### Attachments

Map 1  
Map 2 and 3  
Type 3 Trail Standard

c.c. J. Fell, RDN Director, Electoral Area F  
Area F Parks and Open Space Advisory Committee  
W. Marshall, RDN Manager of Parks Services  
J. Lobb, RDN Regional Parks Operations Coordinator



15 May 2017

Penelope Hughes  
PO Box 409  
1551 Leffler Road  
Errington BC V0R 1V0

Dear Ms. Hughes:

**Re: Carrothers Road Trail  
Arrowsmith Community Trail**

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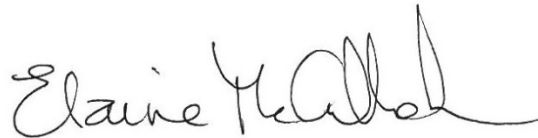


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Enjoy the spring!

Sincerely,

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Elaine McCulloch  
Parks Planner  
emcculloch@rdn.bc.ca

#### Attachments

Map 1  
Map 2 and 3  
Type 3 Trail Standard

c.c. J. Fell, RDN Director, Electoral Area F  
Area F Parks and Open Space Advisory Committee  
W. Marshall, RDN Manager of Parks Services  
J. Lobb, RDN Regional Parks Operations Coordinator



15 May 2017

Wayne Salter  
PO Box 174  
1451 Braddock Road  
Errington BC V0R 1V0

Dear Mr. Salter:

**Re: Carrothers Road Trail  
Arrowsmith Community Trail**

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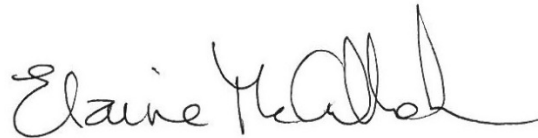
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J. Lobb, RDN Regional Parks Operations Coordinator



15 May 2017

Werner and Antje-Christiane Trawoger  
PO Box 88  
1581 Leffler Road  
Errington BC V0R 1V0

Dear Mr. and Mrs. Trawoger:

**Re: Carrothers Road Trail  
Arrowsmith Community Trail**

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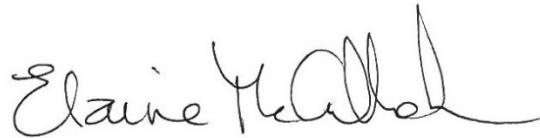
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Elaine McCulloch  
Parks Planner  
emcculloch@rdn.bc.ca

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c.c. J. Fell, RDN Director, Electoral Area F  
Area F Parks and Open Space Advisory Committee  
W. Marshall, RDN Manager of Parks Services  
J. Lobb, RDN Regional Parks Operations Coordinator

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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  
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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	Blding 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.

# Parks Work Plan

## March 2017 Update

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



# Parks Work Plan

## March 2017 Update

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.

# Parks Work Plan

## March 2017 Update

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.

# Parks Work Plan

## 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.

# Parks Work Plan

## March 2017 Update

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

# Parks Work Plan

## March 2017 Update

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

# RDN Electoral Area 'F' Community Parks

## 5-Year Project Planning: 2017-2021

### PLANNING WORKSHEET

May 2017

updated from the November 9, 2016 POSAC meeting

A suggested schedule for completion of each phase of the process is presented in the following chart. This schedule is provided for planning purposes only and is subject to change to accommodate staff and funding constraints.

	Budget Notes	General Notes
<b>Ongoing Projects</b>		
Administrative support for Electoral Area 'F' POSAC		in-house: staff time
<b>High Priority Projects (2017-2018)</b>		
2017	Arrowsmith Community Trails (ACT): Carrothers	\$15,000 (\$10,000 CP budget; remainder from CWFs) culvert, barrier, trail construction, signage, fencing; costing TBD
2017	Arrowsmith Community Trails (ACT): East Palmer Rd planning (development?)	TBD CWF budget; costing TBD
2017	Meadowood CP: parking lot improvements	\$3,000 CP Budget
2017 / 2018	Bellevue Trail Phase 1 (Grafton Bellevue link) Planning & Constuction	\$10,000 CWF budget (2017) or CP budget (2018); costing TBD
2017 / 2018	David Lundine Memorial Trail: Planning & Construction	
2018	Bellevue Trail Phase 2 (Kopernick link) planning & construction	CP Budget and/or CWF budget
2018	Errington Community Park: survey; playground concept design; working dwgs	\$10,000 CP Budget
2018	Errington Community Park: Operator Agreement	- in-house: staff time
<b>Medium Priority Projects (2019-2020)</b>		
	Bellevue Trail Phase 3 (Middlegate link) Planning & Construction	in-house: staff time
	Arrowsmith Community Trails (ACT): planning & construction	\$10,000 (\$2,000 planning/survey + \$8,000 construction)
	French Creek School: porta-potty and surround	\$7,500
	French Creek School: Planning	
	Errington Community Park: Playground construction phase 1	CP Budget (possible top up with Community Works Funds)
	Errington Community Park: Playground construction phase 2	CP Budget (possible top up with Community Works Funds)
<b>Low Priority Projects (2021)</b>		
	Meadowood Community Park: Phase 3 trail & signage upgrades	\$10,000 order of magnitude estimated cost; not based on official estimate (for planning purposes only)
	Arrowsmith Community Trails (ACT): planning & construction	\$10,000 order of magnitude estimated cost; not based on official estimate (for planning purposes only)
<b>Additional Project Suggestions</b>		
<b>Community Parks and Trails Strategic Plan</b>		
	Romaine Rd Community Park: work with community re: potential bike skills park	
	Investigate feasibility of URL trail from Longmoor Rd to Chatsworth Rd.	
	Investigate feasibility of a bridge connection from Errington to the Englishman River area	
	Consider disposition of three surplus parks	
	Investigate improvements to Errington Community Park	
	Meadowood Community Park: Phase 3 (pump track) construction	\$20,000 - \$25,000 order of magnitude estimated cost; not based on official estimate (for planning purposes only)
<b>Completed Projects</b>		
2014	Meadowood Community Park: Phase 1 construction	\$141,036 2014 budgeted amount (includes \$54,750 Provincial Community Recreation Grant funding)
2014	Meadowood CP: drainage works	\$6,000 CP Budget
2015	Malcolm Community Park: signage plan & installation	
2015	Meadowood Community Park: Phase 2 grading & seeding	