

**REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'G'
PARKS AND OPEN SPACE ADVISORY COMMITTEE
AGENDA**

Wednesday June 7, 2017

4:00 P.M.

Oceanside Place Meeting Room

Pages

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1. Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee**

That the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee held March 1, 2017 be adopted. 3-6
- 4. DELEGATIONS**
 - 4.1. Karen Porter – Blue Water Road Community Park planning** 7-8
 - 4.2. Bill Reed – Dashwood Community Park Hall** 9
- 5. CORRESPONDENCE**
 - 5.1. S. Bardati to RDN (and reply) RE: Park Between Blue Water and Lowry's** 10
- 6. UNFINISHED BUSINESS**
- 7. STAFF REPORTS**
 - 7.1. Parks Quarterly Update Report Jan- Mar 2017** 11-26

That the parks quarterly update for January to March 2017 be received as information.
- 8. BUSINESS ARISING FROM DELEGATIONS**

9. NEW BUSINESS

9.1. Picnic Shelter Example 27

9.2. Five-Year Plan (2018-2022) 28

10. AJOURNMENT

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
WEDNESDAY MARCH 1, 2017
4:00 PM
(Oceanside Place)**

Attendance: Director Joe Stanhope - Chair
Ted Malyk
Roderick (Rick) Horte
Michael Foster
Duane Round
James Dean

Staff: Wendy Marshall, RDN Parks Manager
Mark Dobbs, RDN Superintendent of Operations and Capital Projects
Kelsey Cramer, RDN Parks Planner

Regrets: Robert Brian Coath

CALL TO ORDER

Director Stanhope called the meeting to order at 4:00 pm

INTRODUCE NEW MEMBERS

Director Stanhope introduced the two new members, D. Round and J. Dean and Committee and staff introductions were done around the table.

ELECTION OF SECRETARY

The Committee failed to elect a secretary. The role of secretary for this meeting was completed by staff.

ADOPTION OF AGENDA

MOVED M. Foster, SECONDED R. Horte that the agenda be adopted.

CARRIED

DELEGATIONS

MINUTES

MOVED M. Foster, SECONDED R. Horte that the Minutes of the Electoral Area "G" Parks and Open Spaces Advisory Committee meeting held on June 1, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

Stanhope Trail Planning

K. Cramer provided an update on project status. An engineered design was prepared for Phase 1 of the trail project (linking Ackerman Rd and Wally's Way). The design includes a 2.5m wide paved asphalt trail and associated drainage requirements in the corridor. Other design features included in the drawings are fencing, signage, bollards and vegetation screen and finishing. The cost estimate for this work was in the order of \$80,000. There is \$32,000 specifically allocated for this project from a zoning amendment of 691 Wembley Rd. Staff recommend moving forward with a Request for Proposals from local contracting firms to provide a gravel surfaced trail and drainage, based on the design drawings, and to forego the option of paving the trail now or in the near future. Other site amenities such as fencing, signage and vegetation could be completed by parks staff, in an effort to bring the cost of construction down closer to the amount available.

MOVED D. Round, SECONDED R. Horte that park staff seek bids to construct a gravel trail to connect Wally's Way with Ackerman Road and forego the option to pave the trail in the near future.

CARRIED

REPORTS

MOVED T. Malyk, SECONDED R. Horte that the Monthly Update Report for Regional and Community Parks and Trails Projects (June. 2016 to Aug. 2016) be received.

CARRIED

MOVED R. Horte, SECONDED M. Foster that the Parks Update Report –Fall 2016 be received.

CARRIED

Little Qualicum Hall

M. Dobbs provided a summary of the staff report and the recommendation to close the hall and incorporate the building site into the Dashwood Community Park. The committee thoroughly discussed the report, the costs and the process for deciding the fate of the Hall over the last several years.

M. Foster expressed a strong sentiment for the replacement of the hall, possibly with a steel frame building and had a quote of \$93,000 for this type of shell. He also reiterated its importance to the community. M. Dobbs suggested that by the time the costs of finishing are included, as well as other costs that were factored into the numbers in the report (planning costs, septic improvements, etc.) that the value would be much higher. R. Horte noted that based on the numbers in the engineer's assessment, swapping a steel frame for a wood frame may bring the costs closer to \$390,000 (\$450,000 noted in report). J. Stanhope noted that taxes could be as much as \$100 per home across all of Area G to fund this, which he would not support. Community Works Funds are allocated to other major projects in Area G, such as water services.

MOVED R. Horte, SECONDED D. Round that the Little Qualicum Hall be closed and the building site be incorporated into Dashwood Community Park.

CARRIED

Dashwood Playground

K. Cramer relayed to the committee that funds have been raised by the Dashwood Recreation Society for a tetherball, picnic table and bench. Parks staff will assist with the installation in the spring. D. Round noted playground standards to be aware of when installing equipment to ensure insurance requirements are met.

Oceanside Elementary Outdoor Classroom

K. Cramer distributed before and after photo of site on school ground. \$10,000 of Area G funds was contributed to this project in 2015. M. Marshall noted that the school did not request funds in 2016, and that we are expecting them to request \$20,000 in 2017 for the next phase of the project, which includes a gravel trail around the perimeter of the field.

Update on proposed Subdivision of Lot 4, District Lot 76, Newcastle District, Plan 2619 Except Parts in Plan 26594 (1150 Ganske Rd), Electoral Area "G"

K. Cramer informed the committee that the developer has reconfigured the subdivision plan to fewer lots and now does not require any parkland dedication. The previous consideration for a trail connection through the site will not be going ahead.

Amenity contribution in conjunction with Proposed Rezoning of 846 Island Highway West, Electoral Area "G"

K. Cramer informed the committee of the development proposal and the developer's intent to install a trail along Ackerman Rd, which would carry on in the undeveloped road allowance through to the Island Hwy. The trail would be provided by amenity contribution. The Planning Department is waiting further information from the developer and then will be in touch with parks staff about the specifics of the trail.

MOVED D. Round, SECONDED T. Malyk that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

5 Year Plan Parks Plan (2017-2021)

The Area G Planning worksheet was presented. Members were asked to consider Community Park project priorities so that this plan can be updated at the next meeting in June.

Little Qualicum Hall

MOVED M. Foster, SECONDED D. Round that staff look at options to provide a new Hall for the Dashwood community.

DEFEATED

COMMITTEE ROUND TABLE

ADJOURNMENT

MOVED R. Horte, SECONDED M. Foster that the meeting be adjourned at 5:15pm.

CARRIED

Chairperson

Delegation: Karen Porter, re Invasive and Noxious Weed Growth in Blue Water Community Park.

Summary: My neighbour Sonia Bardati wrote to Mark Dobbs to express concern regarding the condition of Blue Water Community Park. His response included a suggestion to attend the June 7 meeting of Area G POSAC. She is unable to attend and has asked me to attend in her place to relay some of our concerns.

Mr. Dobbs' email indicated that park staff will carry out some general clean up and excessive wood debris removal this spring with the intent to maintain the park in its natural state. I have spoken to several neighbours and believe we are in agreement that maintaining the park in its natural state is one of the reasons we purchased property near the park. However the removal of hazardous trees created a large area of open space and bare ground that is being rapidly colonized by invasive weeds. Our concern is the presence of what we believe to be Canada Thistle and Blackberry, especially towards the Lowry's Road section.

Canada Thistle, an invasive plant and noxious weed, is unfortunately thriving in this newly created environment where there has been soil disturbance and where bare ground was left without replanting native species. The thistle is dispersing seeds throughout the neighbourhood and rapidly spreading to form dense patches. Invasive Blackberry is also beginning to form large, dense, impenetrable thickets. The approximately 20 hemlock and spruce seedlings donated to the RDN and planted in this park are struggling to survive with the competing vegetation.

If these invasive plants continue to spread they will prevent the establishment of any native plants that would otherwise grow well in this area. The many healthy ferns currently in Blue Water Community Park and contributing to the overall sustainability of this area will soon be threatened by these invasive and noxious plants.

These weeds are creating a significant environmental impact to this area. This needs to be resolved.

- Action Requested:**
1. Remove Canada Thistle and other noxious weeds listed under BC Weed Control regulations;
 2. Cut back other invasive species such as Blackberry
 3. Clear vegetation 1-2 feet out from each reforested tree;
 4. Develop a plan for future control of competing vegetation near these replanted trees and for weed control throughout the park.



Delegation: Bill Reed, re: Dashwood Community Park Hall

- Summary:**
1. A brief overview of the hall's 73 year history
 - built and maintained by volunteers with community funding.
 2. Community contributions to the development of the park.
 - cleared the land, cultivated and seeded the playing field
 - installed a basketball/hockey court with hoops and nets
 - purchased and installed picnic tables
 - created and maintained walking trail around the perimeter
 - purchased and installed chain-link fencing
 - purchased swings, merry-go round, tetherball, balance board and sky runner
 3. Community use of the hall.
 - Fall festival, Christmas party, luncheons, Trivia nights, dinners, summer picnic
 - Community Water Board and community meetings
 - Emergency preparedness meetings
 - birthdays, celebrations, and memorials for community members
 - hall rentals by clubs and interest groups
 4. An examination of funding options.
 - fundraising, donations
 - Community Works Fund RDN
 - increased rentals (the old hall is failing and has fewer and fewer rentals)

Action Requested:

1. Postpone demolition of the community hall.
2. Allow community use of the hall until a plan can be devised for funding its replacement.

From: [Dobbs, Mark](#)
To: ["blondcyclist@gmail.com"](mailto:blondcyclist@gmail.com)
Cc: [Joe Stanhope](#); [Osborne, Tom](#); [Marshall, Wendy](#); [Cramer, Kelsey](#)
Subject: Blue Water Place Community Park
Date: Thursday, May 04, 2017 4:00:11 PM

Hello Sonya,

Thank you for contacting the Regional District about Blue Water Place Community Park.

This small community park was acquired in 2014 through park dedication with the purpose of providing a connector trail between Blue Water Place and Lowry's Rd.

At the time of dedication it featured many more trees than stand today, and the intent in the beginning was to maintain the park in its natural state.

Unfortunately, an arborists review determined many of the trees to be in poor condition and they were subsequently removed, leaving behind an abundance of wood debris.

Park staff will carry out some general clean-up of the site this spring and remove the excessive wood debris, however there are no plans for further development at this time.

The direction for any development would originate through the Electoral Area 'G' Parks and Open Spaces Committee (Area G POSAC).

I appreciate your comments about the condition of the park, and your email will be forwarded to the POSAC to be received as correspondence.

The next Area G POSAC meeting is scheduled for June 7th 2017 from 4 – 6pm at Oceanside Place in Parksville. You are welcome to attend this meeting and to address the committee with your requests for the park.

Please contact Kelsey Cramer, Parks Planner, at 250 248-4744 ext. 3664 in advance of the meeting should you wish to attend, and she will add you, or your delegation to the agenda.

Thank you,

Mark Dobbs

Superintendent of Parks Operations and Capital Projects

Regional District of Nanaimo

250 248-4744 ext. 3605

mdobbs@rdn.bc.ca

From: Sonya Bardati [<mailto:blondcyclist@gmail.com>]

Sent: Monday, May 01, 2017 11:30 AM

To: RecParks

Subject: Park between Blue Water and Lowry's, French Creek

Dear Sir/Madam

As you know a park has been established in the new development bordered by Lowry's Blvd and Blue Water Pl.

Since then, you have removed from this area, a number of mature trees and a wind storm has blown down some more trees.

The result is an area resembling a waste land.

What is your plan for converting this area into a usable park?

I am sure that all these high end houses surrounding this UNDEVELOPMENT PARK, have resulted in a considerable increase in your tax base. Do you not think it is reasonable that some of this additional revenue could be used to create a real park?

Thank you for your consideration. Sonya Bardati
1030 Yellowbrick Rd

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Sonya

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

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 23rd 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 27th 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 22nd 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 25th 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 6th, 2017 and three eligible proposals were received by the March 14th 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 28th and four proposals were received by the March 30th deadline. Proposal evaluations are underway with the goal to have a two-year contract awarded and the work underway by May 1st.

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 22nd. 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 14th 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 15th at the old house point was issued and work continues with regard to a July 22nd 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.



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.

Parks Work Plan

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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

Parks Work Plan

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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.

Parks Work Plan

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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.

Parks Work Plan

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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

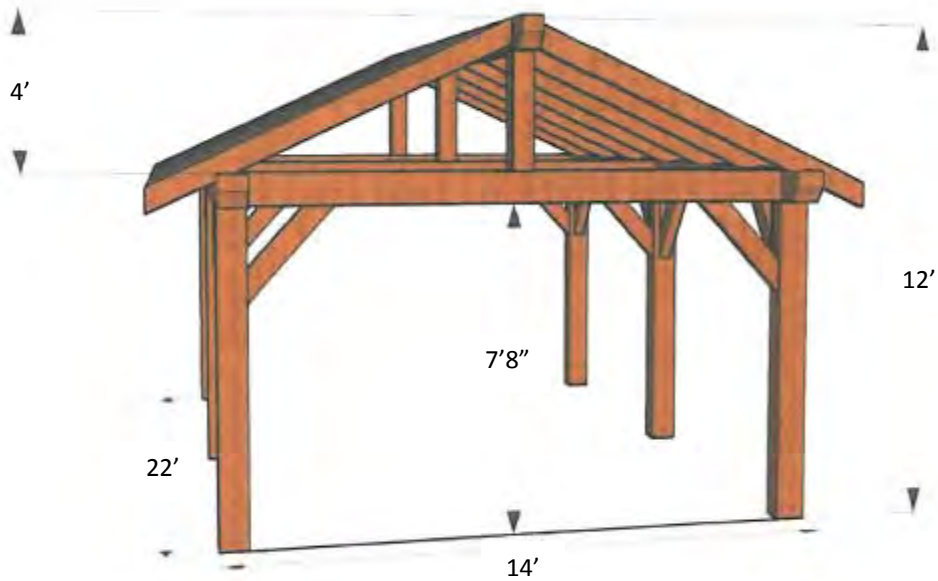
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	Operational	2020-002	Parks Warden Program	Redesign the program. Work with existing volunteers	TBD		On Hold	On hold until staff time is available.
REG - Other	Operational		Operator agreements	Monitor			Ongoing	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

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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

Picnic Shelter installed in 2016 in Meadow Drive Community Park (RDN Electoral Area 'C').



COST (Design & Build)	NOTES
\$ 38,500	Timber frame Contractor Services
\$ 613	Building Permit fees
\$ 1187	"Rainhandlers" and drainpipe for roof (rainwater dissipation)
\$ 1300	Two picnic tables
\$ 41600	Total Cost

RDN Electoral Area 'G' Community Parks

5-Year Project Planning: 2018-2022

PLANNING WORKSHEET

June 2017

Suggested priorities 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 changing community priorities, staff resources and fundraising efforts.

* current year project		Budget Notes	General Notes
Ongoing Projects			
	Administrative support for Electoral Area 'G' POSAC		in-house; staff time
High Priority Projects (1-2 Years)			
*	Stanhope Trail: planning; construction; MOTI permit	\$37,000	Area G reserves (\$32,000 from amenity contribution); balance of cost to come from Community Works Funds. \$5,400 expended for phase 1 design.
*	Dashwood Community Hall		Area G reserves
	Rivers Edge CP: Park & Trail Plan; playground design	\$15,000	estimated 2018 budget allocation for design services
Medium Priority Projects (2-4 Years)			
	Rivers Edge CP: playground install	\$50,000	order of magnitude cost estimate; cost to be determined through planning/design process
	Boulton CP: Park Plan; playground upgrade	\$14,000	voluntary donation per subdivision of 743 Drew Rd
Low Priority Projects (5+ Years)			
	Columbia Beach park assessment (bmx trails)		
CPTS Project Suggestions			
	Do a Water Access Site Inventory		
	Improvements to existing playgrounds: San Pareil, Dashwood, Boulton		
	Trail improvements between Miller Rd north & south community parks		
	Support community trail development from Columbia Dr to FC Marina (in OCP)		
	Consider improvements & RDN management at the Kinkadee water access site		
	Provide signage at water access sites & Miller Rd		
	Prepare an Active Transportation Plan		
	Investigate feasibility of pedestrian / bike trail from Ganske Rd to Waters Rd		
Additional Project Suggestions			
	Dashwood Community Park		
	Lee Rd: trail development		
	Sumar Lane: benches, plantings		
	Neden Way CP: Park Plan; playground upgrade		
	Blue Water Place Community Park		

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