

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

Thursday, June 8, 2017

10:00am

Lighthouse Community Centre

	Pages
1. CALL TO ORDER	
2. APPROVAL OF THE AGENDA	
3. ADOPTION OF MINUTES	
3.1. Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee	3-5
That the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee held March 1, 2017 be adopted.	
4. DELEGATIONS	
4.1. Andrew Girouard - Noonday Rd Trail Development Request	6-7
4.2. Jeanette Runions - McColl Rd. Water Access	
4.3. Guy Jellis – McColl Rd. Water Access	
5. CORRESPONDENCE	
5.1. Jeanette Runions , (and RDN reply) RE: Water Access #29 Concerns	8-11
5.2. Guy Jellis, (and RDN Reply) RE: McColl Rd. Water Access	12-13
6. UNFINISHED BUSINESS	
6.1. Highway 19A Thames Creek Road Pullout Improvement Request	
7. STAFF REPORTS	
7.1. Parks Quarterly Update Report Jan- Mar 2017	14-29
That the parks quarterly update for January to March 2017 be received as information.	
8. BUSINESS ARISING FROM DELEGATIONS	

9. NEW BUSINESS

9.1. Five-Year Plan (2017-2021)

30

10. AJOURNMENT

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
WEDNESDAY, MARCH 1, 2017
10:00 AM**

(Lighthouse Community Centre, Qualicum Bay)

ATTENDANCE: Bill Veenhof, Chair, Director, RDN Board
Nancy Robertson
Valerie Weismiller
Dagmar Seydel
Vanessa Howard

STAFF: Elaine McCulloch, Parks Planner

CALL TO ORDER

Chair Veenhof called the meeting to order at 10:00am.

WELCOME NEW MEMBERS

The Committee welcomed new member Vanessa Howard.

ELECTION OF SECRETARY

V. Howard volunteered to fill the position of secretary starting in in the spring. E. McCulloch will take minutes for this meeting. As no other nominations were received, Director Veenhof declared V. Howard secretary.

DELEGATIONS

MOVED N. Robertson, SECONDED V. Weismiller to accept J. Nelson and D. Thames as a late delegation.

J. Nelson and D. Thames **Re: Highway 19A Thames Creek road pullout improvement request**

The delegation requested that the POSAC consider undertaking improvements to the existing highway pullout located south of the Highway 19A Thames Creek crossing. They would like the trees and underbrush cut back to improve views out to the ocean.

MINUTES

MOVED N. Robertson, SECONDED D. Seydel that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held December 1, 2016, be adopted.

CARRIED

BUSINESS ARISING FROM MINUTES

CORRESPONDENCE/ COMMUNICATIONS

MOVED N. Robertson, SECONDED D. Seydel the the following correspondence be received:

E. McCulloch, RDN to G. Jellis **Re: McColl Rd Beach Access development**

CARRIED

REPORTS

Monthly Update Regional and Community Parks and Trail Projects: Fall 2016

Ms. McCulloch provided a summary of the Regional and Community Parks and Trail Projects reports and answered questions. Additional verbal updates were provided on the following items:

Lions Park Lease Agreement – Staff is currently working with representatives from the Qualicum Bay Lions Club regarding the renewal of their lease agreement for the property. Committee members supported the idea of RDN Parks undertaking a Master Planning Process for Lions Park once the terms of the License Agreement have been determined.

Historic Horne Lake Regional Trail – The Regional District of Nanaimo (RDN) is resuming planning and development of an historic, multiuse trail connecting Horne Lake and Port Alberni. The first step in achieving this heritage trail will be the planning and development of the Horne Lake Regional Trail, starting with a trail plan and completion of a geotechnical feasibility and risk management study.

Water Access Update

Replacement water access signs are in the process of being installed. The new signs display a water access icon; road name and RDN contact number; RDN regulation signage have been removed.

E. McCulloch presented a verbal staff report on the 2016 water access development priorities. The POSAC's current water access objective is to provide signage at all easily accessible public water access sites where the trail access does not present a public safety concern and is confirmed to be on public land.

Based on recent site assessments undertaken by staff, it is recommended that water access identification signage be installed at the following sites: Raft Road, Cochrane Road, Henson Road, Noonday Road, Henry Morgan Drive, and Deep Bay Drive (end of the spit).

Signage at the following water access sites is not recommended:

Crab Road	No existing trail access to the beach; topography makes trail development a challenge.
Guitar Lane	Existing bridge structures are a liability and require replacement.
McColl Road	No existing trail access to the beach; trail development not possible due to existing rip rap embankment (approx. 8 meters high); public stair development will involve geotechnical assessment and structural engineered design; this site is located within the Hazard Land Development Permit area due to slope stability issues.
Ocean Trail-East (Moss Park)	Existing trail access to the beach is geotechnically unstable and presents a public safety concern; this site is located within the Hazard Land Development Permit area due to slope stability issues.

Ocean Trail
Community Park

No existing trail access to the beach; a creek runs down the center of the park; new trail development is not recommended through riparian setbacks; this site is located within the Hazard Land Development Permit area due to slope stability issues and within the Fish Habitat Development Permit Area.

MOVED V. Weismiller, SECONDED N. Robertson that the reports be received.

CARRIED

Official Community Plan (OCP) Update

Courtney Simpson, RDN Planner, presented the draft Electoral Area 'H' Official Community Plan section *2.1 Sensitive Ecosystems* and *4.1 Parks and Open Space* for Committee Review. A final open house is planned for May 2017 where feedback will be sought on a further version of the draft.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Highway 19A Thames Creek highway pullout improvements to be included as an item on the next agenda. Committee members to look at the highway pullout site located south of the Highway 19A Thames Creek crossing in advance of the next meeting.

McColl Rd. Beach Access

MOVED V. Weismiller, SECONDED N. Robertson that staff not proceed with water access signage installation or public access development at the McColl Road water access.

CARRIED

DIRECTOR'S UPDATE

B. Veenhof provided an update on some of the issues that are being considered in the OCP review that have implications for parks.

COMMITTEE ROUND TABLE

The crown land trail system has been heavily impacted by this winter's storms. Volunteer trail crews are actively out cleaning up the mess.

The sign indicating that horse are welcome on the southern Lighthouse Regional Trail route needs to be replaced at the Wildwood Community Park entrance.

Request to move the scheduled June 28th POSAC to early June so D. Seydel can attend.

ADJOURNMENT

MOVED N. Robertson that the meeting be adjourned at 11:35 pm.

CARRIED

Chair

From: Andrew Millcor
To: [McCulloch, Elaine](mailto:EMcCulloch@rdn.bc.ca)
Subject: RE: Noonday Road water access from Hwy 19A
Date: Thursday, March 30, 2017 4:55:11 PM

Elaine, I really appreciate everything you are doing to help us out, if you could please put me on the agenda, I will be there.

From: McCulloch, Elaine [mailto:EMcCulloch@rdn.bc.ca]
Sent: Thursday, March 30, 2017 10:03 AM
To: 'Andrew Millcor'
Cc: Michel, Joan; Bill Veenhof
Subject: RE: Noonday Road water access from Hwy 19A

Hi Andrew,

The next Area H Parks and Open Space Advisory Committee (POSAC) meeting date has been rescheduled to June 8th at 10.00 am at the Lighthouse Community Centre. If you are interested in speaking to the POSAC and requesting trail construction along the undeveloped portion of Noonday Road connecting Hwy 19 to the Noonday Rd water access please let me know and I will put you on the agenda. I went out to look at the site the other day. There is about a 10 meter elevation change down from the Island Hwy requiring a couple flights of stairs.



Thanks,

Elaine McCulloch

Parks Planner

RDN Recreation & Parks
Oceanside Place
830 West Island Highway, Parksville BC V9P 2X4

Office 250-248-4744 Ex. 3656

From: Michel, Joan [<mailto:JMichel@rdn.bc.ca>]
Sent: Friday, March 17, 2017 10:44 AM
To: 'millcor@shaw.ca'
Cc: McCulloch, Elaine
Subject: Noonday Road water access from Hwy 19A

Hi Andrew,

Good talking with you this morning about the difficulty you are having keeping people from using the easement corridor on your property to get down to Gladys and then to the water at the Noonday Rd water access. You note that the easement should have been expunged some years ago and you are now in the process of seeing it expunged as well as fenced off. As you point out, partially developed Noonday Road provides an appropriate nearby public corridor access to the waterfront and you would like to see it developed (possibly stairs would be needed to move down from Hwy 19A) to serve the community in the area.

As discussed, a pitch needs to be made to the Area H Parks and Open Space Advisory Committee (<http://www.rdn.bc.ca/cms.asp?wpID=418>) for development of this water access. The next meeting of the Committee is scheduled for June 28th at the Lighthouse Community Hall. My colleague Parks Planner Elaine McCulloch will be able to assist you with getting on the agenda as a delegate to make that pitch. Ideally, the folks who are soon going to lose their way down to Gladys would be making the case, but if you're willing to get the ball rolling, it would probably expedite matters.

It can take a while for a new park project to make it to the top of the list for actual development (the annual budget is not great and there are many competing demands for use of it), so it is most unlikely that anything could happen on the ground this year. However, best to get it all on the table as soon as possible.

Good luck with it all.

Cheers,
Joan

Joan Michel
Parks and Trails Coordinator
Recreation and Parks Department
Regional District of Nanaimo
830 W. Island Highway, Parksville, BC V9P 2X4
250-248-4744 (x 3658) or 1-888-828-2069
jmichel@rdn.bc.ca

www.rdn.bc.ca

From: Jeanette Runions
To: [McCulloch, Elaine](#)
Subject: Re: Water Access #29 Concerns
Date: Friday, March 10, 2017 6:54:01 PM

Monday, March 6, 2017

Dear Ms. McCulloch,

I received your contact information from a neighbour who had contacted both yourself and Wendy in February of this year (my apologies, I have no last name). This is regarding Water Access #29 and the need for signs indicating this is a public access and to encourage its development for safe access.

My husband and I have lived just down the road from McColl Road for the past three years (we live on Wildwood Road). We have patiently waited for the water access to be developed and have attended area planning meetings to express our interest that this be an item to be pushed forward.

We would like this to be addressed immediately please.

Yesterday, my husband and I stopped there to watch

the herring run. It's a beautiful spot and you can see a lot because of the high elevation. Again, it is very close to where we live (on Wildwood Road). We parked our vehicle on the side of the road and then walked to the area that has been cleared of brush and is directly in front of McColl Road. When we walked over the people who live to the right of McColl (and in front of the private property that is indicated on the map) came out of their front door and started to yell at us that we were on Private Property. We did not respond to their yells.

We know most definitely that we were not on their property.

It seems to us that this Public Water Access no longer belongs to the public. The people to the left of the Water Access have put up boulders that both restrict and endanger passage to the beach and the people to the right of the access have yelled at us to get off of property that does not belong to them.

How do we respond to such behaviour? What do you suggest? How do we access the beach area that we have every right to access? Boulders endanger our passage to the beach (that were put there....) and other people yell at us. This really is a matter for the Regional District to resolve as it is not appropriate to have one set of people blocking a right of way and

another set of people yelling at their neighbours.

We are tax payers and expect to be treated with due respect on public property that we have every right to be on.

We look forward to your reply and word of what the District will do regarding this matter.

Respectfully, but terribly frustrated,

Karl and Jeanette Runions

4268 Wildwood Road

778 424 5454

As a further note regarding a phone conversation between us and E. McCulloch on March 6;

Thank you Elaine for taking the time to discuss this with us. E. McCulloch informed us that the development of Water Access 29 was declined at the most recent Parks and Ocean Side Advisory Committee Meeting due to the high cost of development and maintenance. This not only includes development of the slope, but signage indicating that this area is a public beach access. *This action validates the behavior of the property owners adjacent to the access – this is their property and we do not have rights to it.*

The next meeting is scheduled for early June.
Hopefully, this issue will be raised yet again and the
Regional District will decide to support it.

cc B.Veenhof

On Mar 9, 2017, at 11:00 AM, McCulloch, Elaine <EMcCulloch@rdn.bc.ca>
wrote:

Hi Jeanette,

Thanks for your phone call the other day about the McColl Rd water access. You mentioned you had a letter you would like have included in the next POSAC agenda. I just wanted to give you the heads up that the email I received from you did not include a letter attachment, just a graphic.

Cheers,

Elaine McCulloch

Parks Planner

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From: Jeanette Runions [<mailto:jrunions@shaw.ca>]
Sent: Monday, March 06, 2017 9:42 AM
To: McCulloch, Elaine

From: Guy Jellis
To: [McCulloch, Elaine](#)
Cc: [Bill / Marian; jrjunctions@shaw.ca](#)
Subject: Re: McColl Rd LEGAL access
Date: Thursday, March 30, 2017 8:56:49 PM

Thank you for your decision without public input of the taxpayers who LIVE THERE! The rip rap would not be there if the developer didn't DUMP IT THERE!

Obviously you have made up your mind without public input. (Or ignoring the input you have heard) so we will (trust me, as a community) be contacting CHCH, as we now have a contact there. Then public opinion will actually be seen and heard...who knows it may fall flat but at least we will have an honest opinion of peers and the Vancouver Island community.

Cheers.

Sent from my iPhone

> On Mar 30, 2017, at 11:21 AM, McCulloch, Elaine <EMcCulloch@rdn.bc.ca> wrote:

>

> Hi Guy,

>

> As previously discussed, RDN staff have assessed the McColl Road undeveloped water access along with a number of other water accesses in Electoral Area 'H' and provided recommendations to the Parks and Open Space Advisory Committee at their March 1st meeting. The POSAC's current water access objective is to provide signage at all easily accessible public water access sites as long as the trail access does not present a public safety concern and is confirmed to be on public land.

>

> The McColl Rd water access does not fit these criteria as there is no existing trail to the waterfront and trail development is not possible due to the riprap embankment (approx. 8 m high) that is constructed across the entire width of the ROW. The RDN will not be installing signage at this location as it would indicate to the public that there is safe, legal trail access to the water, which there is not. Signage would promote unintentional public trespass on private property and may encourage people to scramble down the unsafe rock embankment.

>

> Stair development has been considered for this location however, the RDN is not moving forward with the stair development option at this time. Public stair development will require a large public expenditure of funds and require geotechnical assessment and structural engineered design as this site has slope stability issues and is located within the Hazard Land Development Permit area.

>

> In our previous discussions, I indicated that a staff assessment was going to determine what options might be available for developing the McColl Rd access. I did mention that if trail development was possible, the RDN could consider providing a site survey so the community could develop a trail down to the water at this location. However, as the staff assessment has determined that trail development is not an option, I do not recommend spending public funds on a survey of this site.

>

> If you choose to make the community aware of your concern regarding the real estate agent's promotional strategies regarding access to the waterfront I would encourage you to recognize that the RDN did NOT make any promises to develop access to this site. Any action at this site was always contingent on a site assessment and staff recommendation. I also would like to remind you that these undeveloped road right-of-ways are actually owned by the Crown and managed by the Ministry of Transportation and Infrastructure (MoTI), not by the RDN. Any issues you may have with the way the neighbour altered the land to provide access to his property should be addressed to MoTI as the RDN does not have any jurisdiction over these water accesses.

>

> The POSAC has provided their advice to the RDN Board on this matter. RDN parks will only be signing the water accesses approved at the last meeting. I have advised one of your neighbours who has recently contacted me that if she would like to register her disappointment on this matter with the POSAC she is welcome to submit a letter for the POSAC and/or appear as a delegation at the next scheduled meeting in June. I would extend the same invitation

to yourself as well.

>

> Cheers,

>

>

> Elaine McCulloch

> Parks Planner

>

> RDN Recreation & Parks

> Oceanside Place

> 830 West Island Highway, Parksville BC V9P 2X4

>

> Office 250-248-4744 Ex. 3656

> Cell 250 927-0387

> Fax 250-248-3294

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>

>

> -----Original Message-----

> From: Guy Jellis [<mailto:perr4mer@yahoo.com>]

> Sent: Monday, March 06, 2017 7:52 PM

> To: McCulloch, Elaine

> Subject: McColl Rd LEGAL access

>

> Hi Elaine/Wendy. I am following up on the time line of the sign and marking of the McColl rd Beach access that Wendy promised would be happening soon. I was told that the neighborhood could cut our own path and that the RDN would provide a properly marked survey and signage.

> This will not "go away" as all of us and current homes are being sold by realtors with the EXISTING access being touted as usable. We also will be starting a petition and finally contacting the media if need be:

> (CHEK news and any other outlet available)

> STORY:

> Vancouver island subdivision homes sold on information and pricing (appears on legal drawings) of beach access which has now been illegally appropriated and altered by the developer of the subdivision into his own personal home property. The RDN and BC are promoting tourism, conservation, and access for all to our natural beauty of this province which is proving to be completely contrary to this situation. The RDN is failing its community and tax payers.

> Bowser is part of the RDN and taxed as such....how is it we are being ignored to our legal right.

>

> We are not trying to stir the pot, but are frustrated and not going to sit idly and wait for "someone else to "decide" or do the" lifting" for something that is for the public.

> One of our new acquaintances are thinking of selling their lot and are also frustrated as to how this will negatively effect their price and sales strategy.

> We are becoming a young upcoming area and plan on loving, living and growing our area please help us resolve this easily and quickly by upholding your original promise of signage, boundary markings and the right to cut our trail.

>

> Ps I just found out that someone deemed that they would wait to "decide" again in June.

> That is not acceptable we are asking for minimum signs and markings.

> I will wait for your response before contacting media.

> Thank you

>

> Guy Jellis

>

> Guy Jellis

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.

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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.

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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.

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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

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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

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

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

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

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

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

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

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

RDN Electoral Area 'H' Community Parks 5-Year Project Planning: 2017-2021 PLANNING WORKSHEET

June 2017- includes updated info from Sept 16th, 2016 POSAC meeting

This schedule is provided for planning purposes only and is subject to change to accommodate the needs of staff and funding constraints.

current year project

	Budget Notes	General Notes
Ongoing Projects		
Administrative support for Electoral Area 'H' POSAC		in-house: staff time
Trail Mapping Support to Volunteer Group		in-house: GIS staff time

High Priority Projects (2017/2018)		
✓	Maintenance Contract - Henry Morgan	2017 CP operations budget
✓	Dunsmuir CP: clear view corridor into park from road	2017 CP operations budget
✓	Contribution of Lighthouse Community Hall Upgrades	\$20,000 2017 budgeted amount (CP Budget)
	Dunsmuir CP: Detailed Design	\$5,000 2017 budgeted amount (CP Budget)
	Lions Park: Operators Agreement	\$0 in-house: staff time
	Dunsmuir CP: Phase 1 construction	TBD \$30,000 from 2018 CP Budget; \$20,000 from re-zoning amenity contribution; PL2011-178 - Deas - 2900 Leon Road
	Wildwood CP: signage improvements	\$5,000 \$5,000 from Community Parks + \$5,000 from Regional Parks
	Upgrades to Sunny Beach water access	replace picnic tables, tidy up site **added by staff Sept 24, 2015

Medium Priority Projects (2019/2020)		
2019	Oakdowne CP: Licence on crown parcels surrounding the park	\$0 in-house: staff time
	Dunsmuir CP: Phase 2 construction	TBD
	Lions CP: community consultation & park concept plan	
	Henry Morgan playground improvements	install high fence behind bball hoop; improved log play structure, play equipment additions to picnic shelter
	Work with MOTI on any development of roadside trails	CWorks

Low Priority Projects (2021)		
	Islewood Dr. trail linkage & signage	\$10,000 order of magnitude estimated cost; for planning purposes only
	Connecting School Trail	Active Transportation Plan initiative

Additional Project Suggestions		
	Support roadside safety improvements	
	E&N community trail by rail	

Completed Projects		
2017	Water Access signage review	\$0 in-house: staff time
2017	Water Access signage install: Raft Rd, Cochrane Rd, Henson Rd, Noonday Rd, Henry Morgan Dr, Deepbay Dr (end of spit)	CP operations budget
2016	Dunsmuir CP: Concept Plan & open house	CP Budget
2016	Contribution of Lighthouse Community Hall Upgrades	\$20,000 CP Budget
2016	Oakdowne CP: Crown Lease renewal & acquisition of surrounding properties	\$0 in-house: staff time
2016	Dunsmuir Area: POSAC outreach event	\$0 in-house: staff time
2015	Thompson Clarke Trail Lease Renewal	\$0 in-house: staff time
2015	Park Open house: presentation materials & attendance	\$0 in-house: staff time
2015	Contribution of Lighthouse Community Hall Upgrades	\$20,000 2015 budgeted amount
2015	Shoreline Drive stair repairs	2015 operations budget
	Oakdowne Trails: signage plan and sign installation	\$4,000
	Henry Morgan CP: play equipment installation	\$12,000
	Henry Morgan CP: porta potty surround	\$3,000
	Essary Rd: trail development & signage	\$1,000
2014	Contribution of Lighthouse Community Hall Upgrades	\$20,000 2014, from Community Works funds