

**REGIONAL DISTRICT OF NANAIMO  
EAST WELLINGTON / PLEASANT VALLEY PARKS AND OPEN SPACE ADVISORY COMMITTEE  
AGENDA**

**Monday, June 25, 2018**

**6:00 P.M.**

**East Wellington Fire Hall**

**Pages**

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES**
  - 3.1 **East Wellington / Pleasant Valley Parks and Open Space Advisory Committee Meeting - January 29, 2018** 2

That the minutes of the East Wellington / Pleasant Valley Parks and Open Space Advisory Committee meeting held January 29, 2018 be adopted.
4. **DELEGATIONS**
5. **UNFINISHED BUSINESS**
6. **REPORTS**
  - 6.1 **Parks Update Report – Winter 2018** 5

That the Parks Update Report - Winter 2018 be received for information.
7. **BUSINESS ARISING FROM DELEGATIONS**
8. **NEW BUSINESS**
  - 8.1 **5-year Project Plan – Electoral Area ‘C’** 22
  - 8.2 **Signage Strategy - EA 'EW/PV' Pilot Project** 26
9. **ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE EAST WELLINGTON / PLEASANT VALLEY PARKS AND OPEN SPACE ADVISORY  
COMMITTEE MEETING**

**Monday, January 29, 2018**

**6:00 P.M.**

**East Wellington Fire Hall**

In Attendance:	Director M. Young	Electoral Area C
	B. Erickson	Member at Large
	R. Heikkila	Member at Large
	B. Lind	Member at Large
	D. Cawthorne	Member at Large
	S. Cameron	Member at Large
Also in Attendance:	K. Cramer	RDN Parks Planner
	Director C. Pinker	Alternate Director EA C

**CALL TO ORDER**

The Chair called the meeting to order.

**INTRODUCTION OF NEW MEMBERS**

The Chair introduced new members Stan Cameron and Doug Cawthorne to the Committee.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved with the addition of 'ELECTION OF SECRETARY'.

CARRIED UNANIMOUSLY

**ELECTION OF SECRETARY**

It was moved and seconded that Bruce Erikson be elected as Recording Secretary for 2018.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**East Wellington / Pleasant Valley Parks and Open Space Advisory Committee Meeting - October 23, 2017**

It was moved and seconded that the minutes of the East Wellington / Pleasant Valley Parks and Open Space Advisory Committee meeting held October 23, 2017, be adopted.

CARRIED UNANIMOUSLY

## **CORRESPONDENCE**

It was moved and seconded that the following Correspondence be received for information:

H. Kamikawaji, Mountain Fire Protection, re: Request to preserve wood stove at the East Wellington Fire Hall.

CARRIED UNANIMOUSLY

The Committee discussed alternatives and agreed that Director Pinker will store wood stove at his residence until POSAC Committee has a plan for the stove.

## **UNFINISHED BUSINESS**

### **Anders & Dorrit's Community Park – Site Planning**

Several POSAC Committee members met with K. Cramer on site at Anders & Dorrit's Community Park on January 25, 2018, to consider the conceptual plan and confirm adjustments prior to sharing the plan with the broader community.

A detailed discussion continued at the regular POSAC meeting and included parking configuration, trails, picnic shelter and raised patio areas, information signage about the park and tree ID markers, no need for a toilet at this time (high water table so vault toilet not likely suitable if considered in the future), and potential future phase to install culverts or bridges to provide a year-round trail along the west side of the Millstone River (existing trail typically floods in the winter). Standardized park entrance sign will also be needed.

Saturday, April 28, 2018 between 1 - 3 p.m. was suggested for a Public Open House once the park plan is drafted. The event would preferably be in the park, but other venues may have to be considered, depending on conditions/weather at that time of year.

## **REPORTS**

### **Parks Update Report - Fall 2017**

It was moved and seconded that the Parks Update Report-Fall 2017 be received for information.

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

Questions from the audience were discussed by the Committee:

### **Meadow Drive Pathway**

The audience brought forward the concern that the rocks that were installed due to concerns about ATVs on the trail now pose a safety hazard and impeded other users (e.g. strollers). K. Cramer noted the concern would be forwarded to Park Operations for consideration.

### **Creekside Place Trail**

The audience inquired if it is possible for a pathway along Creekside Place from the parking lot to Jameson Road so people don't have to walk on roadway. K. Cramer suggested the Committee could consider this for the five-year workplan, which will be discussed at the next meeting.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 7:34pm

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CHAIR

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**TO:** Parks Commissions and Committees      **MEETING:** May 15, 2018

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

**SUBJECT:** Parks Update Report – Winter 2018

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## RECOMMENDATION

That the Parks Update Report - Winter 2018 be received for information.

## SUMMARY

The progress of the projects in the 2018 Parks Work Plan and the RDN Operational Plan is reviewed.

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

#### **Mount Benson Parking Facilities R+P-40-2016**

The contract for the removal of the house located on the property has been awarded and has commenced. Design for the parking lot is underway. The Ministry of Transportation and Infrastructure will review the design again prior to the RDN submitting a permit for the use of the undeveloped road allowance adjacent to the property. A new trail is being explored to offer a more direct alignment from the new parking area to Mount Benson Regional Park.

#### **Benson Creek Falls Regional Park Facilities R+P-33-2017**

Over 160 people responded to the online questionnaire that was seeking input on the conceptual options for a pedestrian bridge across Benson Creek and improved access to the base of Ammonite Falls. A summary of input received has been posted on the RDN Get Involved website and a report will be prepared for Board consideration of the preferred options in the fall of 2018.

#### **Huxley Park Projects (EA 'B') R+P-34-2016**

The Huxley Park Phase 1 improvements are complete. A Park Opening was held on April 21<sup>st</sup> to celebrate the new playground and the improvements to the sports court and tennis court.

Sports Court - It has been requested that pickle ball lines be added to the sports court. A staff report went to the Electoral Area 'B' POSAC on April 9<sup>th</sup> and will be going to the May 8<sup>th</sup> meeting of the Electoral Area Services Committee with a recommendation that Community Works funding be used for sports court line painting for pickleball and ball hockey.

Skatepark – The Preferred Conceptual Plan for the Skatepark is now complete and the next step is to develop Phase 2 Construction drawings and project costing that will further assist with budget planning

and future grant application purposes. A staff report went to the April 8<sup>th</sup> Electoral Area 'B' POSAC and will be going to the May 8<sup>th</sup> meeting of the Electoral Area Services Committee with a recommendation that the Skatepark concept plan be approved and that Community Works funding be used to proceed with Phase 2 Construction drawings.

### **Regional Trail from Horne Lake and Heritage Designation R+P-31-2016**

A project brief was provided to the Horne Lake Strata for presentation at their April AGM. Survey work on the 1911 Gazetted road allowance has been delayed because inconsistencies in existing plans cannot be reconciled such that an updated plan could be created. A request has been made to the Ministry of Transportation and Infrastructure to assist the RDN in working with Island Timberlands and the Ministry on the creation of a replacement Section 107 plan that will satisfy requirements.

### **Errington Community Park (EA 'F')**

Water and Wastewater Services have determined they do not need to assume responsibility for management of the park well at present. The well is operated by the hall board and serves both the hall across the street and the farmer's market concession and washroom. The RDN is awaiting direction from the Province on how to proceed with the licensing of the well. Neither the Province nor the RDN was aware of the well when the property was leased to the RDN in 2006. Development of a park operator agreement with the community hall board, which could include assignment of well responsibility to the hall board, awaits clarification of the Province's position.

Park Master Plan - The stakeholder meeting component of the public engagement process for the Errington Community Park Master Plan project is complete. After review of the plan with the Electoral Area 'F' POSAC, the Concept Plan will be presented at an Open House to be held at the park on May 05, 2018. Following the Open House, the public engagement will continue with an Online Survey. The results of the consultation will inform the design direction of the final concept for the park.

### **Little Qualicum Hall (EA 'G')**

The public engagement component of the project is underway. A Dashwood community group has been consulted on the direction preferred for the building. An Online Survey is being launched at the end of April 2018 to gauge to preferred direction for Little Qualicum Hall by the greater Electoral Area 'G' community. The Dashwood community will receive a letter of invitation to participate in the Online Survey.

### **Dunsmuir Community Park Development (EA 'H')**

The Dunsmuir Community Park Preferred Conceptual Plan is now complete and construction drawings are underway. The next step is to complete Phase 1 construction drawings and proceed to tender this spring. It is anticipated that project construction will begin this fall. Phase 1 will include the removal of the existing tennis court and smaller sports court, the construction of a new larger sports court and a new 20-car parking lot.

### **Meadowood Way Community Park – Community Centre Development (EA 'F')**

A cost analysis for the building and site was completed after receiving the Quantity Surveyor's (Advicas Group) report. Options to complete the project within the allocated budget are being reviewed by staff.

### **E & N Finishing and Restoration R+P-100A-2014**

Further to the one-year inspection, all trail development deficiencies have been addressed with the exception of pavement line painting which will be undertaken when the weather warms. Initial

restoration of the January flood damaged trail section is complete, and the project engineer is designing changes to the trail to counter future flood risk at this and a nearby low-lying trail section. The works should be completed during the summer.

### **Registry and Mapping**

Registry of Electoral Area 'A' regional and community parks, trails and water accesses has been completed with the assistance of the RDN's GIS Mapping Services, and a revised park planning map created for the Area. Park parcels have been consolidated as required, encumbrances and sizes confirmed, and park names updated further to consultation with the Parks, Recreation and Culture Commission. A set of park maps and registry information tables along with planning map were included in 2018 Commission binders. Registry and mapping of Area B parks nears completion and work has begun on Area C. Parks Operations staff and GIS have concluded assignment of civic addresses to the bulk of the parks portfolio. Work has begun on electoral area maps including all available outdoor recreational resources, e.g., known Crown land trails and nearby parks and trails in municipalities and other regional districts.

### **Operations – Key Highlights**

**General Service Calls** - Operations staff was busy during this time with frequent clean-up from storms and repairs from weather related damage. Staff responded to routine complaints including; hazard trees, flooding, vandalism, uncontrolled dogs, dumping, and other prohibited activities.

**Descanso Bay Regional Park** – The Coastal Wildfire Service Crew carried out hazard tree removal in the park. The trees were identified by an arborist as being hazardous to park uses and removed at no cost to the RDN except travel. Coastal Wildfire used the well supervised opportunity as staff training.

**Benson Creek Falls Regional Park** – Staff coordinated the removal and clean-up of an abandoned RV trailer and dumping in the parking area adjacent the trail head. Removal involved assistance from Bylaws, Solid Waste, and MoTI.

**Glynneath Road Community Park (EA 'A')** – Operations staff became aware of declining tree health over much of this forested property. A consulting professional forester was hired to investigate, and identified a large infestation of root rot throughout the park. The condition creates a safety hazard for persons in the park and has potential to impact neighboring properties if not addressed. Harvesting options for infected trees and prescriptive silviculture remediation for the site has been determined. Options and cost estimates to carry out the work are underway.

**Kipp Road Community Park (EA 'A')** – Illegal firewood harvesting has taken place from the Kipp Rd Park more than once this winter. Bylaw Services has been actively involved along with the RCMP and Provincial agencies. Concrete roadside barriers were breached to gain access. Two such breaches have occurred and EMCOM has acted quickly to close them. Monitoring of the site is ongoing.

**Grounds Maintenance Contract (EA 'B')** - Lawn and grounds maintenance for Rollo McClay and the Whalebone Parks was tendered for a three year term. Strain Landscapes is the successful contractor, delivering the service at a lower cost than the previous contract.

**Lee Road Community Park (EA 'G')** - Staff responded to trees down in French Creek posing significant risk of flooding and damage to the adjacent homes. Staff worked with a consulting biologist and the

Ministry of Environment to fast track required the permits and complete the work within a tight timeline.

### ***Parks Programming***

The Spring and Summer Active Living Guide was developed in late 2017 and January 2018, with guide release and program registration starting March 5, 2018. Returning programs include the children's camps "GO Wild" at Moorecroft Regional Park in both Spring Break and Summer; hiking programs throughout the area during the Spring; and new programs such as the interpretive "Night Walk", "She's in Nature" and "Amazing Race in the Parks". Registration in the Spring Break GO Wild March 19-23 was high (16) considering the weather (cold and rainy, with snow the week prior). Registration for the hikes and adult interpretive programs has been low so far, with two programs cancelled due to low registration. "She's in Nature" has high registration (14) so far and will be starting April 29.

### ***Park Use Permits***

EA 'A' – VIU Horticulture and International Education program was given a permit to propagate wild ginger at Nanaimo River Regional Park April 9. They will be replanting on April 27.

EA 'B' – Gabriola 4-H Club was given a permit to run the concession at Rollo McClay Community Park during the Spring / Summer 2018 softball season. Gabriola Scouts/Guides was given a permit to have a campout at Descanso Bay Regional Park February 22, but the event was cancelled due to snow.

EA 'C' – The Fletcher's Challenge occurred on Good Friday and made use of the TCT near Harewood Mines Road.

EA 'E' – Permits were approved for weddings at Beachcomber Regional Park (September 15, 2018) and Moorecroft Regional Park (June 3, 2018). School District 69 has used Moorecroft Regional Park for interpretive field trips for Nanoose Bay Elementary and for Oceanside Elementary School.

EA 'F' – A permit was granted to Mount Arrowsmith Biosphere Region Research Institute (MABRRI) to conduct a BioBlitz at Englishman River Regional Park April 21. They will be sharing their research findings with us.

EA 'G' – BC Conservation Foundation was granted a permit for Little Qualicum River Estuary Regional Conservation Area to give a tour during the Brandt Festival, April 5.

### **FINANCIAL IMPLICATIONS**

The projects outlined in this report have funds identified in the 2018 Budget. Electoral Area projects are funded through the associated 2018 Community Parks Budget and in some cases are supplemented by Community Works Funds or grant funding. Regional Parks projects are funded through the 2018 Regional Parks Operational Budget or the Regional Parks Capital Budget.

### **STRATEGIC PLAN IMPLICATIONS**

Projects in this report support the RDN's strategic priorities for Service and Organizational Excellence and Focus on the Environment:



- Delivering efficient, effective and economically viable services that meet the needs of the Region;
- We will fund infrastructure in support of our core services employing an asset management focus;
- As we invest in regional services we look at both costs and benefits — the RDN will be effective and efficient;
- We recognize community mobility and recreational amenities as core services; and
- We will have a strong focus on protecting and enhancing our environment in all decisions.



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Wendy Marshall  
wmarshall@rdn.bc.ca  
April 26, 2018

Reviewed by:

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

Attachments

1. Parks Work Plan – Winter 2018

**Parks Work Plan  
Winter 2018**

<b>PARK PROJECTS AND REQUESTS - 2018</b>								
<b>Service Area</b>	<b>Origin</b>	<b>Project #</b>	<b>Park</b>	<b>Description</b>	<b>Start Date</b>	<b>Completion</b>	<b>Progress</b>	<b>Comment</b>
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access consultation and design	2017	2018 Q3	Underway	Board report completed and design to move forward during summer.
A		2018-001	Beach Accesses	Driftwood Beach Access stairs construction	2018	2018 Q2	Not started	Planned for fall.
A	17-153	2018-025	Cedar Plaza	Review Possible Alternatives to allow water	2017	2018 Q2	Underway	Application into NCID waiting for approval
A		2018-026	Ivor Road	Trees - removal/replant	2018	2018 Q3	Underway	Harvesting Assessment complete, obtaining estimates for work.
A		2018-024	Kipp Road	Geotechnical options for site remediation	2018	2018 Q2	Underway	Remediation technical pan complete and cost estimate complete. Applying to the Province for assistance.
A	17-516	2018-023	Skatepark	Review options for a viewing platform	2018		Not started	Planned for fall.
B	16-348, 18-008	2017-006	707	New Signs as per plan	2018	2017 Q4	On hold	Delayed until parkland addition brought into the RDN system.
B		2018-027	707	Gate, drainage and road repairs	2018	2018 Q3	Not Started	Will start once property added to the RDN system.
B		2018-028	707	New Property - add amenities	2018	2018 Q3	Not Started	Will start once property added to the RDN system.
B			707	Management Plan Update	2020		Not Started	Planned for 2020.
B			707	New Property development	2023		Not Started	Planned for 2023.
B		2018-031	Cox	New Property - add safety amenities	2018	2018 Q3	Not started	Will start once property added to the RDN system.
B			Cox	Master plan	2021		Not started	Planned for 2021.
B			Cox	Property Development	2022		Not started	Planned for 2022.

**Parks Work Plan  
Winter 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
B		2018-029	Huxley	Electrical Upgrades Assessment	2018	2018 Q3	Not Started	To be completed simultaneously with construction drawings.
B			Huxley	Grant applications for Skate Park	2019		Not Started	Planned for 2019 once drawings completed.
B			Huxley	Skatepark Construction	2020		Not Started	Planned for 2020.
B		2018-061	Huxley	Park Opening Event	2018		Underway	Planned for April 21.
B	16-346	2016-007	McCullum Road Cash in Lieu	Work with Developer for processing the Cash in Lieu	2016	TBD	On Hold	Waiting on developer.
B		2018-033	Pilot Bay & Huxley Benches	Benches	2018	2018 Q3	Underway	Benches Ordered.
B		2018-032	Whalebone	Upgrades to trails	2018	2018 Q2	Completed	2018 upgrades complete as of April 18th 2018.
B-CWrks		2018-030	Huxley	Skateboard and park entrance Construction drawings/costing/geotec/survey	2018	2018 Q2	Not Started	Report going to May 22 Board for project funding approval (CW Funds).
B-CWrks	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2018	2018 Q3	Underway	Geotech assessment of Site underway.
B-CWrks	Board	2015-001	Village Pathway	Design/MOTI approval	2015		On hold	Meeting to be held with MOTI in May to hopefully move ahead with design approval.
B-CWrks		2017-011	Village Way Path	Construction	2019	2020	Suspended	Suspended until MOTI approval of design is obtained.
C EW/PV	Posac	2018-003	Anders Dorrit	Information sign design and install	2018	2018	Not started	Planned to start in June 2018.
C EW/PV	Posac	2018-004	Anders Dorrit	Design & Open House	2018	2018 Q3	Underway	Open house planned for end of April.

**Parks Work Plan  
Winter 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
C EW/PV			Anders Dorrit	Detailed Design	2019	2019 Q2	Not started	Planned for 2019.
C EW/PV			Anders Dorrit	Tender & Construction	2020	2021	Not started	Planned for 2020.
C Ext		2018-035	Extension Miners	Coal artifact display, trail to river design	2018	2018 Q4	Not started	Planned to start in May 2018.
C Ext			Extension Miners	Install Trail to river	2019		Not started	Planned to start in Summer 2018.
C Ext		2018-034	Trails Initiative	Horse Access on Crown	2018	2018	Not started	Planned to start in June 2018.
E	18-084	2018-055	Bonnington Drive/Coventry Place	High level report on cost and process for stairs and trail construction	2018	2018 Q3	Not started	Planned for late spring/summer.
E	18-085	2018-037	Brickyard	Parking, Toilet, Garbage - Concept Layout & Neighbour Consultation	2018	2018 Q2	Suspended	Suspended as per board direction.
E	18-085	2018-038	Brickyard	Toilet, Garbage Install	2018	2018 Q3	Suspended	Suspended as per board direction.
E	16-197	2016-009	Claudet	Utilities lot transfer	2016	TBD	Underway	Staff reviewing approach to dispose of parkland.
E		2018-039	Es-hw Sme~nts	Interpretive signs -design and install	2018	2018	Completed	Completed.
E	18-087		Jack Bagley	Court placement and design	2019		Not started	Survey to take place in 2018 and planning in 2019.
E	17-155, 17-409	2018-036	Nanoose Road Community Park	Early Lease Renewal/Amendment Design new use once received	2018	2020	Not started	Waiting on the province.
E	17-517, 18-086	2018-024	Stone Lake Drive	Natural Playground Site survey, Public Input & Preliminary Design	2018	2018 Q3	Underway	Survey completed and public consultation underway.
E			Water Accesses	Priority from Study (survey, design, install)	2019		Not started	Planned for 2019.

**Parks Work Plan  
Winter 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
F	17-310	2018-009	ACT Trails	Surface David Lundine trail	2018	2018 Q2	Underway	In coordination with Errington CP Master Plan.
F		2018-040	ACT Trails	Palmer Road East Trail Construction	2018	2018 Q4	Not started	Planned to start in May/June 2018.
F			ACT Trails	Bellevue Trail 1 - Grafton/Bellevue	2019		Not started	Planned for 2019.
F			ACT Trails	Bellevue Trail 2 - Koperick link	2019		Not started	Planned for 2019.
F	17-312	2018-006	Errington	Park Master Plan to include a bike skills park and a playground	2017	2019 Q3	Underway	Public engagement process is underway. Open House will be on May 05, 2018 at the park.
F			Errington	Phase I detail design	2019		Not started	Planned for 2019.
F			Errington	Phase II Detail Design	2021		Not started	Planned for 2021.
F			Errington	Phase II Construction	2022		Not started	Planned for 2022.
F	Staff	2018-007	Errington	Operator Agreement	2018	2018 Q4	Underway	MFLNRO (lands) advised of well on property and they are now reconsidering RDN lease. Awaiting direction. Good candidate for Crown Grant.
F		2018-041	Meadowood	Community Hall Construction	2018		Underway	New costing matrix being developed.
F-CWrks	Posac	2019-001	Errington	Phase I construction	2020		Not started	Planned for 2020.
G		2018-056	Blue Water	Clearing and restoration.	2017	2020 Q3	Underway	Due to weather, goats will be on site mid-May 2018. BC Hydro grant of \$2,700.00 received to plant trees in park.
G		2017-015	Boulton	Replace playground borders	2017	2018	Underway	Estimates underway.
G			Dashwood	Playground Updates	2019		Not started	Planned for 2019.

**Parks Work Plan  
Winter 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
G		2018-057	Lee Rd	Tree removal French Creek	2018	2018 Q1	Completed	Trees removed from the creek.
G	Posac	2018-010	River's Edge	Playground concept design	2019		Not started	Planned for 2019.
G			River's Edge	Playground detail construction drawings	2020		Not started	Planned for 2020.
G			River's Edge	Playground Install	2021		Not started	Planned for 2021.
G-CWrks	Posac	2019-002	French Creek Paths/Trails	TBD	2020		Not started	Planned for 2020.
G-CWrks	17-158, 17-405, 17-600	2018-011	Little Qualicum Hall	Engineering study and community consultation to determine direction	2018	2018 Q3	Underway	Engineering study complete and consultation underway with community.
H		2018-042	Beach Accesses	Signage and Improvements	2018	2018 Q3	Not started	Beach Access priorities to be determined at June 11 POSAC.
H	17-020	2017-016	Dunsmuir	Detailed design	2018	2018 Q2	Underway	Phase 1 tender drawings to be completed end of May.
H			Dunsmuir	Phase II Planning	2019		Not started	Planned for 2019.
H			Dunsmuir	Phase II Construction	2020		Not started	Planned for 2020.
H		2016-013	Lions Park	Operators Agreement	2016	2018 Q3	Underway	Meeting held with the Lions Club and requested revisions to agreement under legal review.
H	Posac	2019-003	Oakdowne	Licence on other crown parcels surrounding the park	2019		Not started	Planned for 2019.
H			Sunny Beach	Improvements	2019		Not started	Planned for 2019.
H	Posac	2018-013	Wildwood	Kiosk development and install - split with Regional	2018	2018	Not started	Will coordinate with Elaine in August 2018.
H-CWrks	Other	2020-001	Area H Roadside Trails	Work with MOTI on any development of trails along the road.	2020		Not started	Planned for 2020.

**Parks Work Plan  
Winter 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H-CWrks		2018-012	Dunsmuir	Phase I construction	2018	2018 Q3	Not started	Report going to April 24 Board for project funding approval (CW Funds). Phase 1 tender planned for June.
Other - Comm	Other	2018-014	Bike Network Plan	Develop plans	2019		Not started	Planned for 2019.
Other - Comm	Operational		Development	Subdivision/parkland - review, comments and POSAC input			On Going	Ongoing as required through planning.
Other - Comm	16-616, 18-061	2016-018	Park Signage	Resign Park regulation and info signs	2016	2018 Q3	Underway	Board has reviewed and sign review by committees underway.
REG	Staff	2017-019	Ammonite Falls Trail	Bridge Replace	2017	2018 Q2	Underway	Environmental Assessment complete. Design estimates underway.
REG	Staff	2018-020	Arboretum	Kiosk upgrade -design new sign with volunteers and install	2018	2018 Q4	Underway	Design of signage has started.
REG	Mngmnt Plan	2018-045	Beachcomber	Main Path Upgrades (stairs/handrails)	2018	2018 Q4	Not started	Work planned for fall.
REG	18-072	2016-028	Beachcomer	Management Plan	2016	2017	Completed	Board approved plan.
REG	16-669	2017-048	Benson Creek Falls	Parking feasibility study and design - Weigles entrance (incl. env. study)	2017	2018 Q1	Underway	Concept planning underway.
REG	16-668	2017-049	Benson Creek Falls	Parking - monitor and communicate with residents	2017		Ongoing	Ongoing.
REG			Benson Creek Falls	Weigles entrance parking Lot Construction	2019		Not started	Will occur with stair and bridge construction.
REG	Mngmnt Plan	2018-019	Benson Creek Falls	Kiosk	2020	2020	Not started	Planned for 2020.
REG			Benson Regional Trail	Signage	2019	2020	Not started	Planned for 2019.

**Parks Work Plan  
Winter 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG		2018-043	BigQ/ACRD Regional Trail	Detailed planning	2018		Not started	Will proceed once preliminary work is completed.
REG			BigQ/ACRD Regional Trail	Construction	2020		Not started	Planned for 2020.
REG		2020-003	BigQ-ACRD Regional Trail	Construction	2019	2020	Not started	Would take place after detailed design.
REG		2018-048	Coats Marsh	Building and Bat housing	2018		Underway	Bat houses underway.
REG	Staff	2018-018	Descanso	Tree removal	2018	2018 Q2	Underway	Coastal Wildfire carried out Phase 1, Phase 2 underway by contracted arborist
REG			Descanso	Gate house replacement	2020		Not started	Planned for 2020.
REG		2018-046	Englishman River	Geo technical study for the bank above the road	2018	2018 Q3	Not started	Work planned for summer.
REG	Other		Fairwinds	Development - PDA		TBD	Underway	Staff have met with Planning Staff to review development proposal and PDA amendments.
REG	16-767	2017-024	First Nations Passage via Horne Lake	Heritage designation	2017	2020	On Hold	Address once regional trail development has advanced.
REG			Horne Lake	Picnic shelter design/tender	2021		Not started	Planned for 2021.
REG		2018-044	Horne Lake and Descanso	Registration Software	2018	2018 Q2	Underway	Registration software purchased. Implementation underway.
REG		2017-021	La Selva Trail	Construction	2017		Delayed	Delayed due to land issue at site.
REG			Lighthouse	Nile Creek Bridge	2021		Not started	Planned for 2021.
REG			Lighthouse	Fletcher Creek	2023		Not started	Planned for 2023.



**Parks Work Plan  
Winter 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	16-480	2016-026	Moorecroft	Site Planning with First Nations (as per workshop priorities)	2016	2017 Q4	Underway	Consultation underway when required.
REG	Mngmnt Plan	2018-021	Moorecroft	Picnic shelter design/tender	2020		Not started	Planned for 2020.
REG		2016-026	Moorecroft	FN Liaison	2016		Ongoing	Continue discussions with FN regarding building in the park.
REG			Moorecroft	Parking Lot Design & Improvements	2021		Not started	Planned for 2021.
REG			Moorecroft	Meadow Road Upgrade	2019	2019 Q2	Not started	Planned for 2019.
REG			Moorecroft	Reroute Water Line	2019	2019 Q2	Not started	Planned for 2019.
REG			Moorecroft	Entry Area Improvements	2020		Not started	Planned for 2020.
REG		2018-049	Moorecroft	Miss Moore's Cabin Removal	2018	2018 Q3	Underway	Cabin removed. Planning for the site underway.
REG			Moorecroft	Interpretive Signage (design & install)	2021		Not started	Planned for 2021.
REG			Moorecroft	Kiosk	2020		Not started	Planned for 2020.
REG	Mngmnt Plan	2017-041	Moorecroft	Two vault Toilets & storage (design, locate, install)	2017	2018 Q3	Underway	Archeologist review of site complete, test-holes for vaults complete.
REG	16-666, 17-510	2018-054	Mount Benson	Parking design and construction	2018	2019	Underway	Plans are at 50%. Meetings are to be held with MOTI in May. House removal is underway.
REG			Mount Benson	Trail Improvements - Condition and Evaluation of High Use Routes	2019	2018 Q3	Not started	Planned of 2019.
REG			Olympic Torch Trail and	Planning	2020		Not started	Some reviews done for seniors housing project.
REG			PQ Links	Barclay Bridge - asphalt extension	2019		Not started	Planned for 2019.

**Parks Work Plan  
Winter 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Staff	2017-020	TCT	Timberlands Road trail head development	2016	2018 Q4	Underway	Approval received from Island Timberlands to proceed. Site visits with Hydro and Fortis planned for April. New (free) TCT signage ordered from TCT HQ.
REG			TCT signage review	GPSing of signage in prep for updating given new TCT signs.	2018	2018 Q3	Underway	Staff GPSing signs.
REG			TCT signage update	Apply for free signage if available; otherwise purchase. Update all.	2019		Not started	
REG	Other	2019-004	Top Bridge	Reroute trail and parking lot in City of Parksville	2021		Not started	Timing ultimately depends on the City of Parksville.
REG			Top Bridge	Connection to Rail Trail - Design	2019		Not started	Planned for 2019.
REG			Top Bridge	Connection Construction	2020		Not started	Planned for 2020.
REG	Posac	2018-017	Wildwood/LH RT	Kiosk development and installation - split with H	2018	2018	Not started	Will coordinate with Elaine in August 2018.
REG		2017-070	Witchcraft Lake Regional Trail	Volunteer Trail Building Agreement	2017	2018 Q1	Underway	Agreement and report underway for May RPTSC.
REG		2018-047	Witchcraft Lake Regional Trail	Volunteer Trail Building	2018	2018 Q3	Not started	Agreement and report underway for May RPTSC.
REG CAP		2018-050	Benson Creek Falls	Detailed design and costing stairs and bridge	2018	2018 Q4	Not started	Planned for late 2018.
REG CAP			Benson Creek Falls	Bridge Construction	2019	2019/2020	Not started	Planned for 2019.
REG CAP			Benson Creek Falls	Stairs at falls Construction	2019	2019/2020	Not started	Planned for 2019.
REG CAP	16-670	2017-031	Benson Creek Falls	Concept Plans and consultation Bridge and Stairs	2017	2018 Q4	Underway	Concept plans and public consultation completed. Report will be prepared for October.

**Parks Work Plan  
Winter 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG CAP		2017-043	BigQ/ACRD Regional Trail	Preliminary planning including agreement with strata	2017	2019	Underway	Working with Horne Lake Strata on an agreement. Request made to MoTI to help resolve survey issues.
REG CAP	17-227	2017-073	E&N -- Coombs to Parksville Rail Trail	Horse Parking - Wood lot	2017		On Hold	Awaiting Springhill Rd development.
REG CAP			E&N -- Coombs to Parksville Rail Trail	Trail Repair - Clean up, Design and rebuild	2018	2018 Q3	Underway	Initial clean up completed. Full restoration proposal being prepared with worked planned for the summer.
REG CAP		2017-022	E&N -- Coombs to Parksville Rail Trail	Finish Construction Details	2018	2018 Q3	Underway	Deficiencies being addressed by contractor. Some items to be completed when weather is warmer.
REG CAP	17-386	2017-068	Little Qualicum	Bridge Design	2018	2019	Underway	RFP to hire a Engineering firm to produce design and drawing has started.
REG CAP			Little Qualicum	Bridge Construction	2020	2020 Q4	Not started	Planned for 2020.
REG CAP	Board	2014-001	Morden Colliery	Lease upgrade	2014		Underway	Waiting on Province to respond to lease upgrade request.
REG CAP	16-124, 14-755, 14-754	2017-047	Morden Colliery	Bridge and trail design and tender	2017		Delayed	Project delayed because of ALC development application process.
REG CAP			Morden Colliery	Construction	2019	2020	Not started	Will commence after detailed designs are completed.
REG - Other	Staff	2018-053	Brochure	Design New Brochure/Print	2017	2018 Q3	Underway	Design is under draft review. Photo sessions were held late March 2018 to provide addition people in parks photos.

**Parks Work Plan  
Winter 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	Operational		Operator agreements	Monitor			Ongoing	Ongoing
REG - Other	Other	2018-016	Park Zoning	With Planning Department	2019		Not started	Planned for 2019.
REG - Other	Operational		Partnerships	Meetings and on-going communication with partners			Ongoing	Ongoing
REG - Other	Operational	2017-042	RPT Plan	Develop RFP. Work with consultant on plan development	2018	2019 Q4	Not started	RFP to be prepared during fall for Board report in the spring of 2019.
REG - Other	16-654,16-678,17-019, 18-	2016-020	Salish Sea Marine Trail	Agreement with BC Marine Trail Association & signage	2016	2018 Q3	Underway	Agreement executed by BCMTNA; signage approved and in production.
REG - Other		2017-072	Tourism VI Trails Strategy	Phase 3 Exceptional Hiking Experiences Network	2017		Underway	TVI investigating pursuit of one trail per region to develop as per Master Plan. Meeting planned for April.
Other	Operational	2018-051	2019 Budget and Work plan	Create and forward for approvals	2018	2019 Q1	Not started	Work to start in June 2018.
Other			Acquisitions	Assessment and report			Underway	Several properties under consideration.
Other	Staff	2019-006	Bylaw 1399	Update existing bylaw	2019		Not started	Planned for 2019.
Other	Staff	2019-005	Donation Program	Create program	2019		Not started	Planned for 2019.
Other	Operational		GIS and Mapping	Ongoing mapping			On going	Ongoing
Other			Park wells	well licensing and decommissioning; reconciliation of provincial data	2018	2019	Underway	Park staff will be visiting well sites to confirm location/existence and an updated list will be provided to the province.

**Parks Work Plan  
Winter 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
Other		2018-060	Parks Programming	Programming for all seasons	2018		Underway	Spring & Summer Programming Winter 2018, Fall Programming completed June/July 2018.
Other		2018-052	Policies	Update	2018	2018 Q4	Not started	Planned for fall 2018.
Other	Operational		Portfolio Records & Mapping	Acquisition registry, park records, mapping, statistics			On Going	Continuing.
Other	Operational		Project Management	Software	2019		Not started	Planned for 2019.
Other	Operational	2018-022	Standing contracts	With Purchasing Manager bring on frequently used contractors under a standing contract	2018	2018 Q2	Not started	Planned for fall.
Other	Operational	2017-044	Risk Management	Update Inspection Program	2017	2018 Q4	Underway	Work will continue throughout 2018.
Other		2018-059	School Programming	Working with schools to encourage more interpretive programs	2018	2018 Q4	Underway	Program planning Spring 2018, implementation Fall 2018.
Other	Operational	2016-032	SharePoint system	Create and upload old files	2016		Underway	Staff continue to move files from the old files to the new system.
Other		2018-058	Volunteers in Parks	re-initiate program	2018	2018 Q4	Not started	Planned for fall 2018.
Other	Operational	2017-043	Worksafe BC	Update program	2017	2018 Q4	Underway	Work will continue throughout 2018.

**TO:** Electoral Area 'C' (EW/PV) Parks and Open Spaces Committee      **MEETING:** June 25, 2018

**FROM:** Kelsey Cramer  
Parks Planner

**SUBJECT:** 5-year Project Plan – Electoral Area 'C'

**REQUEST**

That the Parks and Open Space Advisory Committee provide staff direction on the 5-year Project Plan: 2019-2023 for Electoral Area 'C' (East Wellington/Pleasant Valley) as provided in the June 25, 2018 Agenda.

**BACKGROUND**

The 5-year Project Plan outlines the Community Parks projects identified for the Electoral Area. Projects are ranked by priority, high to low. Suggestions have come from the Parks and Open Space Advisory Committee, the Electoral Area Director, and applicable Plans. The project list is reviewed every year to ensure that new priorities can be captured.

**NEXT STEPS**

With the Parks and Open Space Committee's input, the 5-year Project Plan: 2019-2023 will be refined. The plan will be updated to capture the Committee's suggestions and timing of projects will be based on the Parks Division work load and funding availability. Staff will provide the finalized 5-year Project Plan: 2019-2023 to the Parks and Open Space Advisory Committee in the fall of 2018.

**FINANCIAL IMPLICATIONS**

Funding for projects planned for next year will be considered as part of the 2019 budget process. The budget guidelines are provided on the 5-year Project Plan: 2019-2023 EA 'C' document attached along with the funding sources, if known and/or currently available.

The available funding sources for Community Parks are the Electoral Area 'C' Community Parks Budget and the Electoral Area 'C' Reserve Fund. The Cash-in-Lieu Reserve Fund can only be used to purchase park land. Community Works Funds can also be used when available. Current budget availability for Electoral Area 'C' (EW/PV) is:

EA 'C'(EW/PV) Reserve Fund	\$64,180
EA 'C'(EW/PV) The Cash-in-Lieu Reserve Fund	\$14,018
Area 'C'(EW/PV) Community Parks Budget general development (typical annual amount)	\$20,000

The Community Parks Budget is reviewed annually by the Regional Board and funding priorities are set with consideration of input and recommendations from the Electoral Area 'C' POSAC.



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Kelsey Cramer  
kcramer@rdn.bc.ca  
May 28, 2018

Reviewed by:

- W. Marshall, Manager, Park Services
- D. Banman, Acting General Manager, Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. 5-year Project Plan 2019-2023 EA C

# RDN Electoral Area 'C' (East Wellington/Pleasant Valley) Community Parks

5-Year Project Planning: 2019-2023

## PLANNING WORKSHEET - DRAFT

for review at the June 25, 2018 POSAC meeting

Reserve Fund: \$64,180

Cash-in-Lieu Reserve Fund: \$14,018

Typical Parks Annual Development Budget: \$20,000

(As of May, 2018)

*This worksheet is provided for planning purposes only and is subject to change to accommodate other Board directives, funding constraints and staff resources.*

*Estimated Costs illustrated in italics refer to Order of Magnitude Costs and are not based on an official estimate.*

	Estimated Cost	Budget Notes	Origin
<b>Current Year Projects (2018)</b>			
2018			
2018	\$5,000	consultant fees, staff time; CP Operational Budget 2018	POSAC
2018	\$15,000	professional fees; staff time; CP Operational Budget 2018	

<b>High Priority Projects (2019-2020)</b>			
2019	\$15,000	professional fees; staff time; CP Operational Budget 2019	
2020	\$2,000	staff time; CP Operational Budget 2020	EASC
2020	\$70,000	order of magnitude cost estimate; cost to be determined through planning/design process	

<b>Medium Priority Projects (2021-2022)</b>			
2021	\$20,000	river walk year-round trail	
2021	\$10,000	consultant fees, staff time; CP Operational Budget 2021	POSAC
2022	\$35,000	order of magnitude cost estimate; cost to be determined through planning/design process	

<b>Low Priority Projects (2023-)</b>			
2023	\$5,000	professional fees, staff time; CP Operational Budget 2023	
2023			

<b>Additional Project Suggestions</b>			
	Jinglepot Roadside trail		
	Creekside Roadside trail		POSAC audience

<b>Completed Projects</b>			
		<b>Cost</b>	
2016	Meadow Drive CP: picnic shelter & tables / bench install	\$43,386	CP Operational Budget 2015, 2016



2015	Meadow Drive CP: toilet install	\$9,134	CP Operational Budget 2015	
2015	Meadow Drive Roadside Path	\$42,000	\$70,000 available through 2015 Community Works Grant	
2015	Anders & Dorrits Park: house removal	\$28,000	\$11,000 house removal; \$17,000 hazardous materials removal	
2013	Anders & Dorrits Park: community consultation	staff time	in house	
2011	Meadow Drive CP: swing installation	\$9,000	from Community Parks budget	
2010	Anders & Dorrits Park: preliminary concept plans	staff time	in house	
2009	Meadow Drive CP: phase 1 construction	\$76,400	\$37,000 from Local Motion provincial grant; \$39,400 from Community Parks Budget	

The Signage Strategy was presented to the EASC on February 13, 2018.

Through the development of the Community Parks and Trails Strategy, signage was identified as the most requested park improvement feature by the public for existing community parks.

We received direction from the Board to replace current Community Park signs with new welcoming signs. Research into signage for parks and trails in other jurisdictions was completed to better understand the graphic direction the Signage Strategy could take. The variety in design options currently provided for many communities is vast – there were many precedent ideas that could work for RDN Parks. Staff focused efforts on the cost effective qualities of signage while maintaining clear wayfinding options and branding opportunities. Staff met with RDN team members in Building & Bylaw Services, Corporate Services, and within Parks Services to better understand their signage needs. All were presented with an overview of the Signage Strategy and their feedback was considered and integrated into the sign design.

Staff examined the current Sign Manual for Community and Regional Parks & Trails, 2001 as reference for the proposed Signage Strategy for Community Parks and Trails. The new signs will reflect an updated graphic style and the RDN Graphic Design Standards. The corporate branding for the RDN uses a specific font type and colour palette; the new sign design integrates these branding components. An updated RDN logo will be provided on the new signs as well.

The signage classifications are as follows:

#### Identification Signage

Identification Signage is intended to mark the location of the park or trail at the earliest approach point to the park or trail itself. It is intended primarily to be visible from a distance by visitors traveling by vehicle at higher speeds but also useful to visitors arriving by bicycle or on foot. A wood sign would be placed adjacent the main road into the park or adjacent the parking area, where possible. It would be used at parks with larger entrances.

#### Kiosk Signage

A kiosk would be placed where it could be accessed safely by a pedestrian or cyclist. It would provide information such as mapping, background information, safety information, as well as park etiquette. Larger kiosk could provide broader information about RDN Parks.

#### Entrance Signage

Entrance Signage is intended to mark the main entrance to a park or trail. It should be to pedestrian scale, visible from a distance, and legible upon approach. A combination of Entrance and Welcome Signage would highlight the main entrance.

#### Welcome Signage

The welcome sign would provide historic and current information about the park or trail, provide a park map or trail system (or both), identify park or trail amenities, identify park or trail regulations, and provide contact information for RDN Parks.

### Trail Head Signage

Trail Head Signage is intended to mark the beginning of a trail. It would provide the trail name, the trail condition (easy, moderate, difficult), the length of the trail, identify trail use (hiking vs walking), and provide a trail system map with “You are here” identified.

### Directional Signage

Directional Signage is intended to be placed where required in a park or along a trail. The purpose is to direct park and trail users to areas of interest. Directional Signage would be a wayfinding tool for park and trail users not referencing maps. Where necessary, park or trail system diagrams with a location identified will be provided to enhance the wayfinding experience.

### Regulatory Signage

Regulatory Signage is intended to reinforce Bylaw 1399 and to clearly identify uses permitted/not permitted in RDN Parks and along RDN Trails. It would provide universally understood icons to highlight uses permitted/not permitted and provide contact information for RDN Parks. Regulatory Signage would be customizable to reflect the individual park or trail in which the sign would be placed.

### Interpretive Signage

Interpretive Signage is intended to provide historical, environmental, and/or educational information for park and trail users. Interpretive Signage would be used in parks in areas of significance or along trails to highlight points of interest.

### Safety Signage

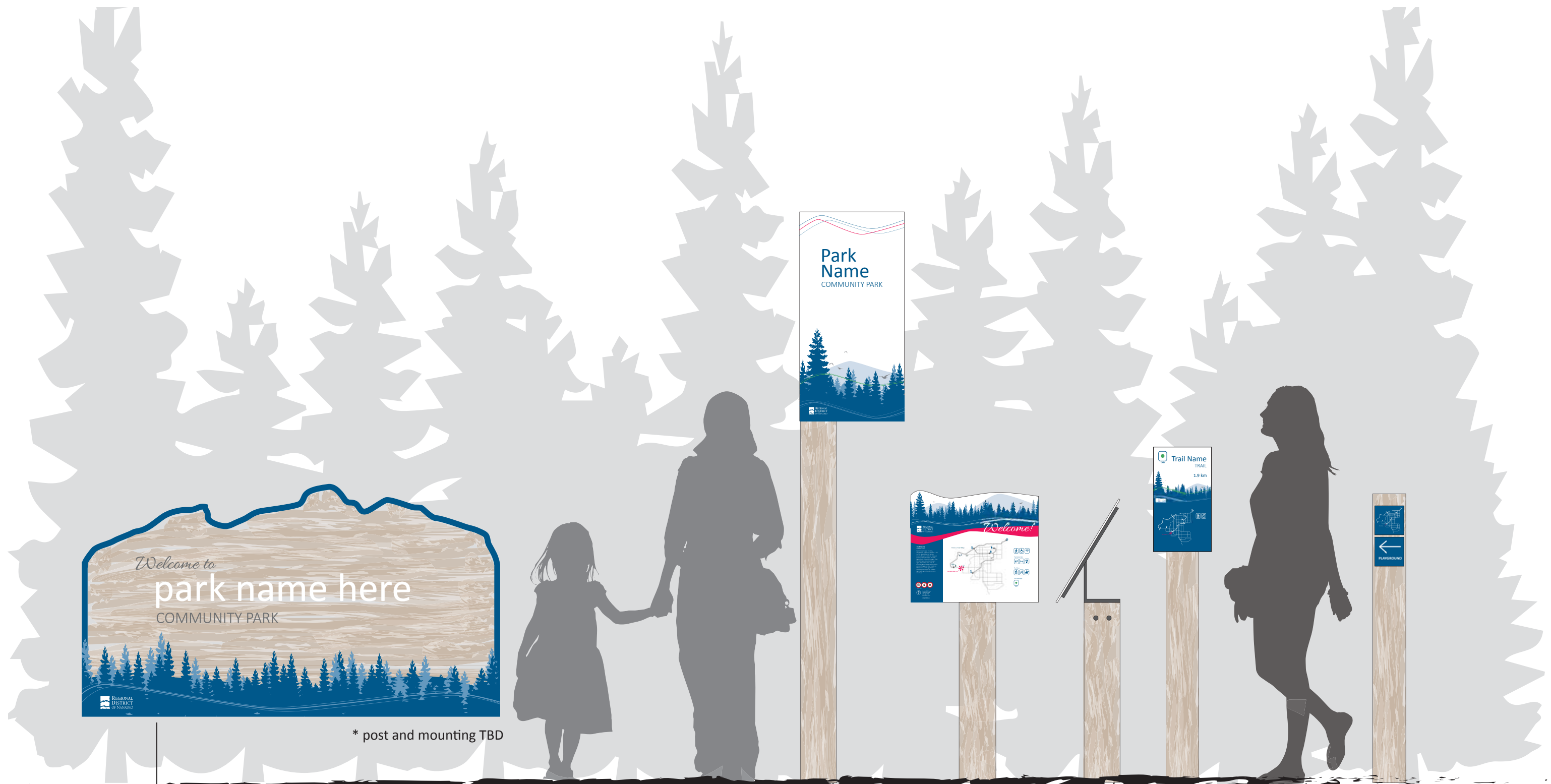
Safety Signage is intended to alert park and trail users of possible dangerous conditions or unusual activities. Their placement is key to ensure the safety of the public. The established use of yellow for ‘Caution’ and red for ‘Danger’ would be maintained.

### **Goal and Next Steps**

For the POSAC meeting the goal is for the members to receive the information regarding the Signage Strategy for Community Parks and Trails, provide comment and feedback if they so desire, and to discuss which park and/or trail would be best suited to be the pilot site for new signage. Staff will ultimately assess the success of the signage for the park or trail, compare how it functions to the other pilot sites in the EAs, and determine potential changes required to improve on the signage prior setting it as the standard for RDN Parks.

Please set a date a time for the pilot site to be selected, giving the POSAC members adequate time to reflect on their recommendation.

Thank you!



\* post and mounting TBD

IDENTIFICATION sign  
cedar wood product and dimensions  
to remain

ENTRANCE sign  
size: 18x36"  
height to  
top of sign: 8'

WELCOME sign  
size: 18x22"  
height to top of sign: 4'  
\*panel tilt 30° back  
INTERPRETIVE sign  
size: 18x22"  
height to top of sign: 4'  
\*panel tilt 30° back

TRAIL HEAD sign  
size: 10x18"  
height of top of sign: 4'-8"

DIRECTIONAL sign  
size: 5x5"  
height to top of sign: 4'

SIGNAGE CLASSIFICATION FOR THE SIGNAGE STRATEGY FOR COMMUNITY PARKS AND TRAILS  
EASC Meeting February 13th, 2018