

**REGIONAL DISTRICT OF NANAIMO  
DISTRICT 69 RECREATION COMMISSION  
AGENDA**

**Thursday, February 15, 2018**

**2:00 P.M.**

**Oceanside Place**

*This meeting will be recorded.*

**Pages**

- 1. CALL TO ORDER**
- 2. ELECTION OF CHAIR AND DEPUTY CHAIR**
- 3. ELECTION OF GRANT SUB-COMMITTEE**
- 4. APPROVAL OF THE AGENDA**
- 5. ADOPTION OF MINUTES**
  - 5.1 District 69 Recreation Commission Meeting - October 19, 2017** **3**

That the minutes of the District 69 Recreation Commission meeting held October 19, 2017, be adopted.
- 6. DELEGATIONS**
  - 6.1 J. Waite, Oceanside Track and Field, re: Ballenas Track Upgrade** **7**
- 7. CORRESPONDENCE**
  - 7.1 RDN News Release, re: BC Healthy Communities Society Grant Awarded** **8**
  - 7.2 B. Trajon, Ravensong Aquatic Club, re: Reduction in Lane Fees** **9**
  - 7.3 E. Nicol, Society of Organized Services, re: 2017 SOS Angel Tree Program** **10**
  - 7.4 Oceanside Community Arts Council, re: Certificate of Appreciation** **11**

**8. COMMITTEE MINUTES AND RECOMMENDATIONS**

**8.1 D69 Recreation Commission Grants Committee Minutes - February 7, 2018** 12

1. That the following District 69 Youth Recreation Grant applications be approved:

- 893 Beaufort Squadron Air Cadets - training costs - \$2,000
- Arrowsmith Community Recreation Association - youth basketball event - \$500
- Arrowsmith Community Recreation Association - Growing Wild summer camp - \$324
- Ballenas Secondary School - Dry Grad - \$900
- Bowser Elementary School - outdoor education field trip - \$2,500
- Errington Elementary School - outdoor education field trip - \$2,500
- Errington War Memorial Hall Association- musical theatre production - \$1,500
- Ravensong Aquatic Club - pool rental, room rental, advertising, equipment - \$1,500

2. That the following District 69 Community Recreation Grant applications be approved:

- Arrowsmith Community Recreation Association- Coombs Community Picnic - \$764
- Bowser Tennis Club - power washing and leaf blower - \$1,399
- District 69 Family Resource Association - special needs youth cooking and life skills program - \$1,200
- Errington Elementary School - grade 3 swim lessons - \$1,800
- Oceanside Building Learning Together - Maker Space equipment - \$2,000
- Town of Qualicum Beach- Select Committee on Beach Day Celebrations - \$1,000

**9. REPORTS**

**9.1 Parks Update Report – Fall 2017** 14

That the Parks Update Report-Fall 2017 be received for information.

**10. BUSINESS ARISING FROM DELEGATIONS**

**11. NEW BUSINESS**

**12. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION MEETING**

**Thursday, October 19, 2017**  
**2:00 P.M.**  
**Oceanside Place**

In Attendance:	Commissioner J. Fell	RDN Board
	Commissioner B. Veenhof	Electoral Area 'H'
	Commissioner R. Nosworthy	Electoral Area 'F'
	Commissioner T. Malyk	Electoral Area 'G'
	Commissioner T. Patterson	City of Parksville
	Commissioner N. Horner	Town of Qualicum Beach
	Commissioner E. Young	School District #69 Trustee
Regrets:	Commissioner G. Wiebe	Electoral Area 'E'
Also in Attendance:	Director B. Rogers	Electoral Area 'E'
	T. Osborne	General Manager, Recreation & Park Services
	D. Banman	Manager of Recreation Services
	A. Harvey	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**District 69 Recreation Commission Meeting -September 21, 2017**

It was moved and seconded that the minutes of the District 69 Recreation Commission meeting held September 21, 2017 be adopted.

CARRIED UNANIMOUSLY

**INVITED PRESENTATIONS**

**K. Valade, RDN Youth Programmer - 2017 Summer Program Review**

Ms. Valade gave a presentation about the 2017 summer programs offered, their stats, successes and changes to be made for next year.

**COMMITTEE MINUTES**

**District 69 Recreation Commission Grants Committee Meeting Minutes - October 11, 2017**

It was moved and seconded that the Minutes of the District 69 Recreation Commission Grants Committee meeting - October 11, 2017 be received.

CARRIED UNANIMOUSLY

**COMMITTEE RECOMMENDATIONS**

**District 69 Recreation Commission Grants Committee**

Youth Recreation Grants

It was moved and seconded that the following District 69 Youth Recreation Grant applications be approved:

- Arrowsmith Community Recreation Association - free youth sport programs - \$2,500
  - Oceanside Track and Field Club- storage container - \$2,500
  - Qualicum Beach Elementary School- Bike Club equipment -\$2,500
  - Qualicum & District Curling Club- junior program helmets - \$1,200
- Total - \$8,700

CARRIED UNANIMOUSLY

Community Recreation Grants

It was moved and seconded that the following District 69 Community Recreation Grant applications be approved:

- Arrowsmith Agricultural Association-Family Day Celebration - \$437
  - Corcan Meadowood Residents Association- Halloween Event 2018 - \$2,313
  - Errington War Memorial Hall Association- concert series facility rental and printing - \$1,425
  - Julian Packer and Players - travelling theatre production - \$2,314
  - Oceanside Floor Curling Club - equipment maintenance, insurance, facility rental - \$1,200
  - Parksville Curling Club - footwear cleaners - \$2,314
  - Qualicum Weavers and Spinners Guild- cupboards, tables, canopy tent - \$1,120
- Total - \$11,123

CARRIED UNANIMOUSLY

Staff noted that the grant payment to Julian Packer and Players would be made in care of the Errington War Memorial Hall Association.

Commissioner Young left the meeting due to a conflict of interest with the next item.

Time: 1:20 pm

It was moved and seconded that the following District 69 Community Recreation Grant application be approved:

- Forward House Community Society - recreation outings - \$1,500
- Total \$1,500

CARRIED UNANIMOUSLY

Commissioner Young returned to the meeting.

Time: 1:21 pm

Commissioner Nosworthy gave the Commission some history on the grants from previous years. He has sat on the grants sub-committee for many years and has seen the increasing amount of requests that get turned down due to the amount of funding available. He said the sub-committee felt that the increase of \$12,500 was a fair amount that could help fund the requests.

It was moved and seconded that the District 69 Recreation Grant funding be increased to \$75,000 per year and that any surplus be transferred to the following year's total.

CARRIED UNANIMOUSLY

## **REPORTS**

Commissioner Horner left the meeting for a prior appointment.

Time: 2:45 pm

### **Draft District 69 (Oceanside) Recreation Services Master Plan**

It was moved and seconded that the Draft District 69 (Oceanside) Recreation Services Master Plan report be received as information for future consideration and comment.

CARRIED UNANIMOUSLY

### **Parks Update Report - Spring and Summer 2017**

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

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **Open Houses - Draft Recreation Services Master Plan**

It was moved and seconded that the Open Houses - Draft Recreation Services Master Plan hand out be received for information.

CARRIED UNANIMOUSLY

## **COMMISSIONER ROUNDTABLE**

Commissioners gave updates of their perspective areas to the Commission.

**ADJOURNMENT**

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:20 pm

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CHAIR

**Delegation:** Jane Waite – Oceanside Track & Field Club President, re: Ballenas Track Upgrade

**Summary:** Track Upgrade Summary

1. Brief history of Ballenas Track
2. Benefiting User Groups
3. Community Benefits
4. Our Athletes
5. Cost Analysis

**Action Requested:** We are requesting an upgrade of the current deteriorating cinder track to a four lane rubberized surface track.

### **Funding Awarded to Boost Physical Activity in the RDN**

The Regional District of Nanaimo (RDN), Recreation and Parks Department was recently awarded \$74,160.00 to help support a number of initiatives aimed at improving accessibility and opportunities for physical activity. The funding was provided by Island Health and is being administered through a grant program managed by BC Healthy Communities Society in partnership with BC Alliance for Healthy Living.

“This funding is appreciated and helps us achieve various aspects of our current focus on recognizing community mobility and recreational amenities as core services,” said RDN Chairperson Bill Veenhof. “We look forward to continuing to collaborate with funding and community partners to add more value to our communities.”

The RDN Recreation and Parks Services Department has identified a number of initiatives that, in partnership with community groups, will address accessibility and barriers to physical activity focused programs and amenities within the District 69 service area. The first initiative is to conduct a review of fee structures, rental policies and established guidelines in place at publicly owned facilities in which public recreation programs take place. Along with the review a social inclusion audit will be conducted. Social inclusion involves ensuring that everyone within a community experiences a sense of belonging. The audit will go beyond physical accessibility and include a review of how people feel when they visit the facilities being audited.

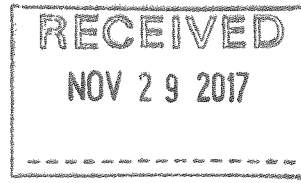
In addition to the reviews and reports, the Department will work with community partners such as the School District 69 (Qualicum) in making modest improvements to public spaces that encourage physical activity such as installing basketball hoops at playgrounds or installing play boxes at former school sites and in municipal parks.

For more information about the funding program visit the BC Healthy Communities website [www.planh.ca](http://www.planh.ca). For information about recreation services provided by the Regional District of Nanaimo please visit [www.rdn.bc.ca/recreation](http://www.rdn.bc.ca/recreation) or call (250) 248-3252.

-30-

**Contact:** Hannah King  
Superintendent, Recreation Program Services  
Regional District of Nanaimo  
(250) 248-3252  
[hking@rdn.bc.ca](mailto:hking@rdn.bc.ca)





Dear District 69 Recreation Commission,

I am the Head Coach of the Ravensong Aquatic Club and am writing to you today to request a reduction in the lane fees that we are charged to use the Ravensong Aquatic Centre. Our team, the Ravensong Breakers, is a very small club with only 41 members. Our swimmers all come from the Regional District of Nanaimo and travel from Nanoose Bay to Bowser to swim at the Ravensong Aquatic Centre. Unfortunately our swimmers and their families pay significantly higher pool rental fees than other swim clubs on the island.

Currently, we are being charged approximately \$15.00 per lane per hour. We estimate that our annual fees this year will be approximately \$37,000 at Ravensong Aquatic Club. As a comparison, the Nanaimo Aquatic Centre charges \$10.86 per lane per hour, while the Comox Valley Aquatic Centre charges \$12.65. Our Ravensong pool is a fantastic facility but is significantly more expensive for RDN user groups at \$15 per lane each hour.

Despite fundraising efforts throughout the season, our higher pool costs and subsequent club fees are discouraging new members from joining the Club. It also is forcing existing families to choose fewer swim meets and limit other RDN activities that their children can attend due to expense.

Our Ravensong Aquatic Club would really appreciate your consideration in adjusting our lane fees to make it more in line with other pools on the island. We want to make our club financially accessible to as many of our youth in the RDN as possible.

Thank you for your consideration. If you have any questions or would like to meet with me, I can be reached at [ravensong.byron@gmail.com](mailto:ravensong.byron@gmail.com).

Sincerely,

A handwritten signature in black ink that reads "Byron Trajan". The signature is written in a cursive style with a prominent flourish at the end.

Byron Trajan  
Ravensong Aquatic Club Head Coach



Society of  
Organized  
Services

January 12, 2018

Friends  
RDN Ravensong Pool  
737 Jones St.  
Qualicum Beach, BC, V9K 1S4

Dear Friends:

Re: 2017 SOS Angel Tree Program and  
Caring For Community at Christmas

We are writing to express our deepest gratitude for your recent participation in the Angel Tree gift giving component to our Caring For Community at Christmas Program.

Your support, along with individual donors, churches and community service groups here in District 69 raised enough toys and money to:

- Assist 867 households
- Provide new and unique gifts to 1,248 children, and
- Provide grocery store gift certificates for 1,146 adults.

With your contribution and commitment to supporting work of the SOS, you helped provide families the opportunity to have a meaningful and festive Christmas as well as put smiles on the faces of many children.

Thank you once again for your support, and it was a pleasure to work along side you to ensure that the District 69 community was provided for over the holiday season. We wish you and all of your staff a joyous and prosperous New Year 2018.

Yours truly,

Elizabeth Nicol  
Coordinator – Christmas Program

# *Certification of Appreciation*

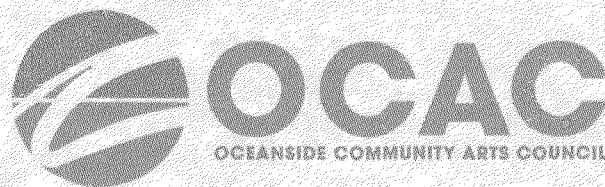
Presented to

*The Regional District of Nanaimo*

On the day of October 1<sup>st</sup>, 2017

In appreciation for your contributions to the Aging Artfully and Seniors Art Programs

Thank You





**REGIONAL DISTRICT OF NANAIMO**

**DISTRICT 69 RECREATION COMMISSION  
GRANTS COMMITTEE MEETING MINUTES**

**HELD AT 1:00 P.M. ON WEDNESDAY, FEBRUARY 7, 2018  
OCEANSIDE PLACE, PARKSVILLE**

**Present:**

R. Nosworthy	District 69 Recreation Commission
N. Horner	District 69 Recreation Commission
J. Fell	District 69 Recreation Commission

**Minutes:** C. MacKenzie Recreation Programmer

**BUDGET**

Annual Budget 2018	\$75,000
Surplus from 2017	\$ 0
Total Grants available for 2018	\$75,000

**REVIEW OF WINTER 2018 APPLICATIONS**

The Grants Committee reviewed applications for Youth and Community Grants. Priority was given to new applicants and/or projects that benefited people in all areas of the Regional District.

Ten applications were received for Youth Grants, requesting \$23,159. Eight Youth Grant applications met grant criteria and are recommended for funding for a total of \$11,724. One application from Ballenas Secondary School for travel costs for the Cube Satellite Team and one application from The Board of Education School District #69 for a mental health program were not recommended for funding as both programs are for non-recreation programs.

Nine applications were received for Community Grants, requesting \$15,163. Six Community Grant applications met the grant criteria and are recommended for funding for a total of \$8,163. Two applications from Oceanside Youth Soccer Society and the Women's Basketball League were incomplete and not recommended for funding. One application from the Parksville Quilt House Quilters Guild was not recommended for funding as the quilt show is expected to have a net profit.

**RECOMMENDATIONS**

1. That the following District 69 Youth Recreation Grant applications be approved:

- 893 Beaufort Squadron Air Cadets - training costs - \$2,000
- Arrowsmith Community Recreation Association - youth basketball event - \$500
- Arrowsmith Community Recreation Association - Growing Wild summer camp - \$324
- Ballenas Secondary School - Dry Grad - \$900
- Bowser Elementary School - outdoor education field trip - \$2,500
- Errington Elementary School - outdoor education field trip - \$2,500
- Errington War Memorial Hall Association- musical theatre production - \$1,500
- Ravensong Aquatic Club - pool rental, room rental, advertising, equipment - \$1,500

2. That the following District 69 Community Recreation Grant applications be approved:

Arrowsmith Community Recreation Association- Coombs Community Picnic - \$764

Bowser Tennis Club - power washing and leaf blower - \$1,399

District 69 Family Resource Association - special needs youth cooking and life skills program - \$1,200

Errington Elementary School - grade 3 swim lessons - \$1,800

Oceanside Building Learning Together - Maker Space equipment - \$2,000

Town of Qualicum Beach- Select Committee on Beach Day Celebrations - \$1,000

3. That the following District 69 Recreation Grant applications not be approved:

Ballenas Secondary School - Ballenas Cube Satellite Team - \$7,000

Board of Education of School District #69 (Qualicum) - Living Life to the Full mental health program - \$2,335

Oceanside Youth Soccer Society - Little Kicker soccer program - \$2,000

Parksville Quilt House Quilters Guild - quilt show - \$2,500

Women's Basketball League – insurance - \$2,500

## **ADJOURNMENT**

The meeting adjourned at 2:40 p.m.

**TO:** Parks Committees and Commissions      **MEETING:** January 30, 2018

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

**SUBJECT:** Parks Update Report – Fall 2017

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## RECOMMENDATION

That the Parks Update for Fall 2017 be received as information.

## SUMMARY

Parks' staff continued to work on projects identified in the 2017 Parks Work Plan and the RDN 2017 – 2021 Operational Plan Report.

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

#### **E & N Finishing and Opening Event (R+P-100A-2014)**

Trail etiquette signs were erected and way marker posts installed. Kiosk signage was developed and installed. The official opening of the trail was held mid-October in conjunction with a celebration of the RDN's 50<sup>th</sup> anniversary. Numerous community and user groups participated in the event. Trail counters have been ordered and will be installed in the New Year; trail benches are being planned. The project engineer has completed the one-year warranty inspection of the trail and a small number of items will be forwarded to the trail contractor for action. Since the trail reopened for equestrian use last year no issues have been reported.

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

On October 3, 2017, the RDN Board approved the purchase of 2761 Benson View Road for the purpose of developing a parking lot and trailhead amenities for Mount Benson Regional Park. On January 5, 2018 the RDN took ownership of the land. Parks staff are now working through the next stages of the project which include meeting with stakeholders, refining the site design with project engineers and beginning site preparation for the project. The goal is to have the parking lot constructed by the end of 2018. On-going updates will be provided to the area residents and will be posted on the RDN website as they become available.

#### **Driftwood Beach Access Stairs**

An information and community feedback session was held onsite at the Driftwood Road beach access site on November 4<sup>th</sup> with neighbours in the immediate area and surrounding roads. Park staff are following up on some of the questions received and will be providing a summary to the next Electoral Area 'A' Parks, Recreation and Culture Commission meeting. Feedback from the neighbourhood was mixed with just over half of seventeen respondents wanting to see the stairs developed as proposed and just under half not wanting the RDN to become involved at this site.

### **Beachcomber Management Plan**

An Open House was held on October 4, 2017 at Beachcomber Regional Park with 25 residents in attendance. A final Management Plan document is underway and is scheduled to be presented to the Regional Board in February 2018. The plan will reflect the input gathered from the public consultation process including open houses and online survey.

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

#### Playground

The construction of the playground is complete. The project was funded in part through grants from the Nanaimo Foundation, the Gabriola Lions Club as well as Community Works Funds. The works included site clearing and re-grading, the installation of two new play structures, a bench and seating wall, a cedar porta potty surround, as well as improvements to an existing park path.

#### Sports Courts

The improvements to the existing tennis courts and sports court are complete. The project was funded in part through a Canada 150 Infrastructure grant, Community Works funds as well as a donation from the Gabriola Ball Hockey Association. The works included tennis court resurfacing and the installation of a new sports court dasher board system which involved the removal of the existing boards, construction of new perimeter footings and drainage upgrades.

#### Skatepark

Concept drawings and cost estimates for the Gabriola Skatepark are complete. The draft concept plan was presented at a community workshop on September 13<sup>th</sup> and the input received was considered and modifications to the plans were made before the final plan was posted on the RDN website on October 19<sup>th</sup>.

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

An RFP was issued for the review and assessment of the Mount Mark rock fall area for trail purposes. The successful proponent, Thurber Engineering (Victoria), studied the rock fall area on the north side of Horne Lake, undertook field reconnaissance, liaised with the Horne Lake Strata, consulted other jurisdictions with trail involving hazardous terrain, and produced a report including recommendations for trail route and risk mitigation. No reasons for avoiding trail development were identified and the report concluded that the level of risk for trail users should be comparable with that experienced on other steep terrain trails in BC. A final report on the project was duly submitted to the Rural Dividends Program, which funded half the cost of the \$20K geological engineering study.

Preparatory survey work on locating the 1911 Horne Lake Road west of Horne Lake Regional Park to the ACRD border was completed, and the basis for an RFP to create and post an updated plan and undertake a marked centre-line traverse of the undeveloped road was identified. The RFP will be issued in 2018.

### **Benson Creek Falls Facilities (R+P-33-2017)**

Following the renewal of the 30-year lease with the Province of BC for the management of Benson Creek Falls Regional Park, a design team was retained to undertake the conceptual design of a creek crossing and an improved descent to Ammonite Falls within the park. Conceptual design options were received at the end of December and public information and feedback is expected to occur early in 2018 before moving on to detailed design.

A conceptual layout for a 40-stall parking lot off Weigles Road has also been developed to improve access to the park from the north. Following permits/approvals from the Ministry of Transportation and Infrastructure and the Province of BC, the project will move into detailed design.

#### **Es-hw Sme~nts Community Park Development (R+P-100A-2014)**

In early October, a park dedication and opening took place for Es-hw Sme~nts (*Eshk-Sments*) Community Park, including prayers and song by Nanoose First Nations elder and youth. Aside from the addition of a welcome sign, some interpretive signs and a picnic table, work at this park is complete.

#### **Stanhope Trail (R+P-100A-2014)**

The construction of the soft surface trail was completed in December. Split rail fencing will be installed as weather permits throughout January; the revegetation of the side of the trail will occur in April 2018.

#### **Meadowood Way Community Park – Community Centre Development (R+P-43-2017)**

The site plan for the community centre and park area directly adjacent the future building is underway. A traffic impact assessment (MOTI requirement for permit) will be conducted in January 2018 to establish a location for the vehicular access road off Galvin Place.

#### **Park Registry and Mapping**

Working with GIS Services, an acquisition registration system was developed and registry numbers assigned to all park properties. Park acquisition maps and legal data tables were completed for Electoral Area A, with work on the other areas underway. A revised electoral area planning map format was developed and map produced for Area A. Work continues on the creation of individual park operations maps as well as maps that show all recreational resources, RDN and non-RDN, available to residents and visitors in an electoral area.

#### **Service Calls**

The fall of 2017 has been a busy time for staff responding to tree related work and following up on service requests from the public. Hazard tree removals were completed in Beachcomber Regional Park and Brickyard Community Park. Invasive species removal, primarily Broom, was removed from a large section on the Westside of Nanaimo River Regional Park. Common service requests this fall include reports of trees down, acts of vandalism, clean-up of illegal dumping, seasonal trail clean-ups, domestic and wild animal complaints, and illegal camping.

#### **Parks Programming**

The Request for Proposals for Outdoor Programs 2018-2020 was completed and the contract was awarded to RLC Park Services. Working with RLC Park Services and our other instructors, programs for Spring and Summer 2018 are planned and work on the Spring and Summer 2018 Active Living Guide is underway. Programs will include both new additions such as Night Hikes/Walks at Englishman River Regional Park and past successful programs such as the GO Wild Outdoor Children's Camps at Moorecroft Regional Park and hiking programs at various parks and trails.

#### **Park Use Permits**

Area A – A permit for the Cedar Skate Park was issued to the Nanaimo Skateboard Association for their annual fundraiser on September 10, 2017.

Area C – A permit for a running event held on September 23, 2017 was issued to the International Widows and Orphans Fund for access to Mt. Benson Regional Park and Witchcraft Lake Regional Trail.



Area E – A permit was issued to Nanoose Bay Elementary School for their outdoor “classroom” and outdoor field trips to Moorecroft Regional Park from September 2017-June 2018.

Area F – A permit for groundwater monitoring was issued to Mid Vancouver Island Habitat Enhancement Society (MVIHES) at Englishman River Regional Park. They were also issued a permit for a course “Study of Aquatic Insects” at Englishman River Regional Park held September 9 and 10, 2017. The RDN Watersmart Team and School District 68 & 69 were issued permits for field trips into Englishman River Regional Park to study the watershed. The field trips took place on September 20, 28 and October 12, 2017. A permit was issued to Corcan-Meadowood Residents Association for the 7<sup>th</sup> Annual Halloween Event at Meadowood Community Park.

Area G – A permit was issued for vehicular access to a private property to construct a carriage house from Boulton Community Park to Stryker Contracting.

Area H – A permit was issued for a wedding at Horne Lake Regional Park held September 23, 2017.

## **ALTERNATIVES**

1. That the Parks Update Report for Fall 2017 be received as information.
2. That the report not be received as information and alternative direction be provided.

## **FINANCIAL IMPLICATIONS**

Electoral Area projects identified in this report are funded through the applicable Community Parks Budget and in some cases are supplemented by Community Works Funds or grant funding. Regional Parks projects are funded through Regional Parks 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  
January 17, 2018

Reviewed by:

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

Attachments

1. Parks Work Plan – December 2017

**Parks Work Plan  
December 2017 Update**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access stair consultation and design	2017	2017 Q2	Underway	Meeting held with neighbours in November. Comments being reviewed by staff.
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	Underway	Application to NCID underway for future connection.
A	15-568	2016-001	Cedar Plaza	Tipple construction	2016	2017 Q1	Completed	Construction has started but is delayed due to weather. Project now complete.
A	Staff	2017-003	Skatepark	Concrete headwalls	2017	2017 Q3	Completed	Project complete. Oct 2nd 2017
A	15-568	2017-001	Cedar Plaza	Sign boards for the Tipple Structure	2017	2017 Q1	Completed	Completed
A	17-516	NEW 2018-023	Skatepark	Review options for a viewing platform	2018		Not started	Planned for 2018
B	15-369	2016-003	Huxley	Skate Park concept design	2016	2017 Q1	Completed	RFP has been awarded; first public workshop completed; concept and costing to 90% complete.
B	16-346	2016-007	McCollum 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	16-677	2016-008	Development	Density transfer/subdivision review and comment	2016	2017 Q2	Completed	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 and report underway for July POSAC.
B	Grant	2017-004	Huxley	Playground design and install	2017	2017 Q4	Completed	Construction complete. Submit final grant report 28Feb2018.
B	15-438	2017-005	Huxley	Sport Court upgrades	2017	2017 Q4	Completed	Site prep complete; board install/project complete 31Dec. Submit final grant report 28Feb2018.
B	16-348	2017-006	707	Signs review and update	2017	TBD	Delayed	November 20, 2017 POSAC motion to defer project until the 707 property addition. Project to include new park addition.
B	15-089	2017-007	Rollo	Dog Park design - work with community group	2017	TBD	Delayed	November 20, 2017 POSAC motion to defer project until the Cox CP property addition. Project feasibility to include new park addition.
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	Staff	2017-008	Bluewhale and Queequeg	Rebuild Beach Access stairs	2017	2017 Q3	Completed	Planned for the summer of 2017
B	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2017	2018 Q2	Underway	Geotech assessment of Site Complete, Replacment Design to start 2018.
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	Posac	2016-007	Whalebone	Various upgrades	2016	2017 Q3	Completed	Work to continue throughout 2017.
B	Staff	2017-010	Malspina Galleries	Trail work/garbage can install	2017	2017 Q3	Completed	Planned for the summer of 2017. Garbage recepticle ordered. Project now complete.
B		NEW 2017-074	Huxley	Phase 2 Playground purchase and install	2017	2017 Q4	Completed	Equipment purchase and install to take place this fall. Board approval received Sept 12. PO to be issued. Completed
B	17-474	NEW 2017-070	New parklands	Include planning and development of new lands in POSAC planning and long term financial plan	2017	2018 Q1	Underway	Funds included in the 2018 five-year plan.

## Parks Work Plan December 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
B-CWrks	Board	2015-001	Village Way Path	Design/MOTI approval	2015	2017 Q1	On Hold	Following direction from new government, MoTI now willing to look at non-vehicular infrastructure in ROW. In 2018, MoTI consultant will develop general guidelines. RDN promoting Village Way (original design) as an early pilot project.
B-CWrks		2017-011	Village Way Path	Construction	2017	2017 Q4	Suspended	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 Improvements	General	2018 Q1	2018 Q2	Not started	Work to begin in 2018.
C Ext - CWrks		2018-002	Extension School	Agreement/Reno	2018		Suspended	No agreement with SD 68 at this time. Planned for 2018
E	Posac	2018-005	Trail Project	TBD	2018		Not started	Planned for 2018
E	17-156	NEW 2017-056	Open Space Plan	Recind plan and use CPTS	2017	2017 Q2	Completed	Plan has been removed from the website. Completed.
E	17-410	NEW 2017-062	Es-hw Sme~nts	Park be named Es-hw Sme~nts Community Park	2017	2017 Q3	Completed	Signs with name have been ordered and will be installed this September.
E	17-409	NEW 2017-065	Nanoose Road Community Park	Contact crown to expand use under the lease	2017	2017 Q4	Underway	Letter was sent to Crown, awaiting response.
E	17-408	NEW 2017-066	Natural Playground	Examine parks suitable for a natural playground and report back	2017	2017 Q4	Completed	Staff summary report prepared for POSAC consideration.
E		NEW 2017-067	Park Opening	Opening Ceremony for Es-hw Sme~nts	2017	2017 Q3	Completed	Opening scheduled for October 4.
E	17-155	NEW 2017-055	Nanoose Road Community Park	Remove Playground Structure and determine alternative use	2017	2017 Q4	Underway	Playground Removed. Discussions for alternation use to be undertaken with POSAC. Playground now removed.
E	16-197	2016-009	Claudet	Utilities lot transfer	2016	TBD	Underway	Information was provided to Water Services. Work to continue in 2018.
E	17-517	NEW 2018-024	Stone Lake Drive	Natural Playground	2018		Not started	
E-CWrks	Board	2015-002	Blueback	Construction	2015	2017 Q2	Completed	Construction complete; landscape planting will take place in the fall.
E-CWrks	16-564	2016-010	Es-hw Sme~nts	Development as per plan	2016	2017 Q1	Underway	Phase 1 complete, benches recently installed. Phase 2 - fencing, interpretive signs and final landscaping under for fall 2017 completion.
E-CWrks	17-154	NEW 2017-057	Jack Bagley	Agreement for CW funds for SD69	2017	2017 Q2	Completed	Agreement to be circulated shortly. Agreement concluded and money transferred.
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	17-311	2017-050	ACT Trails	Braddock-Leffler Rd trail development	2017	2017 Q1	Complete	MOTI permit received; construction complete.
F	Staff	2018-007	Errington	Operator Agreement	2018		Not started	Planned for 2018
F	Staff	2017-013	Meadowood	Parking lot improvements	2017	2017 Q3	Completed	Planned for Fall of 2017
F	17-310	2018-009	ACT Trails	Surface David Lundine trail	2017	2017 Q4	Not started	Work assessed and planned for 2018

## Parks Work Plan December 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
F	Posac	2018-006	Errington	Playground design	2017 Q4	2018 Q4	Underway	Public engagement has started. Stakeholder meetings with Hall Board (already held), Heartwood Home Schooling, and Errington School are underway. Open House is planned for late February, early March 2018. Completed Master Plan ready for presentation to the Board in July 2018. Detailed design of bike skills park and playground to start in Fall 2018.
F	17-312	NEW 2017-064	Errington	Bike Skills Park to be included in development plans for the park	2017 Q4	2018 Q4	Underway	Bike skills park is included in the plans for the park.
F-CWrks	Posac	2019-001	Errington Playground	Construction	2019		Not started	Planned for 2019
G	Staff	2017-015	Boulton	Replace playground borders	2017	2017 Q3	Delayed	Delayed until 2018
G	16-619, 17-157	2017-014	Stanhope Trail	Planning, construction	2017	2017 Q4	Underway	The soft surface trail is to be complete by the end of December 2018. Planting to take place in Spring.
G	Posac	2018-010	River's Edge Plan	Playground design	2018 Q3	2019	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	Delayed	Communications regarding closure underway with stakeholders/residents. Project now included in #2017-063
G-CWrks	17-405	NEW 2017-063	Little Qualicum Hall	Postpone demolition and undertake a new review and community consultation	2017	2018 Q1	Underway	After the June POSAC meeting, staff were directed not to close the building but to work with residents on other options. A new engineering assessment is underway.
G-CWrks	Posac	2019-002	French Creek Paths/Trails	TBD	2019		Not started	Planned for 2019
H	Other	2016-014	Roadside Trails	OPC planning - work with Planning Department on their process	2016	2017 Q1	Complete	Response provided on the drafts of the Active Transportation plan and OCP.
H	16-281	2016-017	Beach Accesses	Assess sites and install signs at sites identified by the POSAC	2016	2017 Q1	Completed	Planning work completed. New sign-posts and signs installed.
H	17-020	2017-016	Dunsmuir	Detail design	2017	2018 Q1	Underway	Design consultant retained. Start-up meeting complete. Staff design review #1 Jan 8, 2018. POSAC / Director request to review 80% construction drawings at Feb 19, 2018 POSAC meeting.
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
H	17-407	NEW 2017-062	Beach Accesses	Contact MOTI regarding the encroachment at McColl Road	2017	2017 Q3	Complete	MOTI contacted. Follow up required to determine next steps.
H	Staff	2016-013	Lions Park	Operator Agreement	2016	2017 Q1	Underway	Draft licence to cover the hall and MoU to address minor grounds operations sent to the Lions Club in early December 2017. Meeting with the Lions expected by end of January 2018.
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.

**Parks Work Plan  
December 2017 Update**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H	Staff	2017-017	Thompson-clark	Stair repair	2017	2017 Q3	Completed	Completed Fall 2017
H	17-021	NEW 2017-058	Dunsmuir	Clear view corridor into park	2017	2017 Q3	Completed	Staff to review on-site works in March. Site work identified and Staff awaiting contractor quotes.
H	Board	2014-582	Grant - Lighthouse Community Centre Society	Blding upgrades as identified by the LCCS -Installment 4	2017	2017 Q2	Completed	Report for 2016 spending received. Funds for 2017 will be released once budget is approved and funding requests received from the LCCS. Agreement signing underway. Cheque to be released April 1.
H-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	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
Other - Comm	16-616	2016-018	Park Signage	Remove old and install simple signage	2016	2019	Underway	Majority of signs removed and replaced with park name signs. New sign designs underway.
REG	Operational	2017-073	Horne Lake	Operator RFP	2017	2018 Q1	Underway	Planned for winter 2017. RFP close Dec 21, 2017. Contract to start Feb 1, 2018.
REG	Operational	2017-028	Descanso	Operator Agreement	2017	2017 Q3	Completed	RFP submissions received and new operator selected.
REG	16-649	2017-038	Coats Marsh	Bat study	2017	2017 Q1	Complete	Consultant selected and study to take place in June. Report recieved October 11, 2017.
REG	Operational	2017-071	Witchcraft Lake RT	5 year licence expires 30 November 2017	2017	2017 Q4	Underway	City staff contacted in Spring; existing agreement contains a five year renewal clause.
REG	Staff	2017-020	TCT	Timberlands Road trail head development	2016	2017 Q4	Underway	Rural Dividends Program \$30K development grant awarded 3 March. First meeting with landowner Island Timberlands held 16 March; request still under review by IsT. Request for extension to end of 2018 submitted to Rural Dividend Program. Meeting with Real Estate Director scheduled for January 2018.
REG	17-383	NEW 2017-061	CPR Trail	Renew the trail licence	2017	2017 Q3	Completed	Board report written and board approval received. Paperwork sent back to Island Timberlands and fee paid.
REG	16-766	2017-023	Horne Lake Regional Trail	Planning	2016	2018 Q2	Underway	Rural Dividends Program \$10K planning grant awarded 21 February 2017. RFP for geological engineering review and assessment issued and awarded to Thurber Engineering. Meeting held with Strata, Port Alberni and ACRD to review potential trail route. A surveyor hired to clarify issues related to 2005 posting plan of part of 1911 Rd. Thurber and surveyor contracts concluded.
REG	16-767	2017-024	Horne Lake Heritage Trail	Historic designation	2017	2020	Underway	Work initiated to determine which FNs might be involved. Discussed heritage trail concept at meeting with ACRD and Port Alberni staff.
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.
REG		2020-003	Horne Lake Regional Trail	Construction	2019	2020	Not started	Construction planned to begin in 2019 and finish in 2020.
REG		2017-069	E&N -- Coombs to Parksville Rail Trail	Opening Event	2017	2017 Q4	Completed	Official opening and trail event held in mid-October in conjunction with RDN 50th.
REG	17-227	NEW 2017-060	E&N -- Coombs to Parksville Rail Trail	Horse Parking - Wood lot	2017		On hold	Being pursued in conjunction with a pending Area F amenity contribution from industrial land rezoning.

**Parks Work Plan  
December 2017 Update**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	16-126	2016-024	Mount Benson	Race Event - work with event holders	2016	2017 Q1	Completed	Second running event planned for Sept. 23. Group has meet with RDN and NALT to confirm route through park and has applied for Parks Use Permit.
REG	Mngmnt Plan	2016-025	Moorecroft	Agreement - La Selva entry	2016	2017 Q1	Underway	Agreement required with a second landowner. Staff in communication with residents in the area.
REG	Staff	NEW 2017-052	Moorecroft	Planning Development Zone	2017	2017 Q3	Completed	Stakeholder planning workshop was held in May 2017 to review and establish a path forward for improvement in the park. A report is going to fall RPTSC.
REG	16-480	2016-026	Moorecroft	Planning with First Nations	2016	2017 Q4	Underway	Will continue discussions with FN regarding building in the park.
REG	Mngmnt Plan	2017-021	La Selva	Construction	2017	2017 Q2	Delayed	Will begin once agreement is signed by all parties.
REG	Mngmnt Plan	2017-033	Naniamo River	Interpretive signs design and install	2017	2017 Q3	Completed	Completed.
REG	Mngmnt Plan	2017-034	Naniamo River	Install benches	2017	2017 Q2	Completed	To be installed once received from supplier.
REG	16-666	2017-036	Mount Benson	Parking solution	2017	TBD	Completed	Staff investigating parking improvements for Board Consideration. Land purchased.
REG	Operational	2017-070	Mount Benson	Volunteer Agreement	2017	2018 Q2	Underway	Volunteer Agreement for trail improvement work by Island Mtn. Ramblers.
REG	16-669	2017-048	Benson Creek Falls	Parking feasibility study and design - Weigles entrance	2017	TBD	Underway	Survey and concept design underway this fall.
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	Mngmnt 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	Mngmnt Plan	2018-021	Moorecroft	Picnic shelter design/tender	2019		Not started	Report is going to fall RPTSC to prioritize project - proposed for 2019.
REG	Mngmnt Plan		Moorecroft	Toilets and Water line upgrade	2018		Not started	Report is going to fall RPTSC to prioritize project - proposed for 2018.
REG	Other		Fairwinds	Development - PDA		TBD	Completed	PDA amendments approved by Board.
REG	Board	2015-003	Benson Creek Falls	Licence renewal	2015	2017 Q1	Completed	Completed
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. Draft plan written and out for public feedback.
REG	Staff	2017-027	Descanso	Tractor purchase	2017	TBD	Suspended	Purchase decision of replacement tractor under review.
REG	Staff	2017-019	Ammonite Falls Trail	Bridge studies	2017	2017 Q4	Not started	Moved to 2018.
REG	Staff	2017-029	Englishman River	Geo technical study of the bank above the road	2017	2018 -Q2	Not started	Move to 2018. Due to Consultant availability.
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.

**Parks Work Plan  
December 2017 Update**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Staff	2018-018	Descanso	Septic field studies	2018		Underway	Existing system pumped and inspected by Environmental Health Officer. Awaiting Report.
REG	Staff	2017-025	Horne Lake	Park upgrades	2017	2017 Q3	Completed	Work planned for the summer of 2017.
REG	Staff	2017-026	Horne Lake	Accessible toilets install	2017	2017 Q3	Completed	Work planned for the summer of 2017.
REG	Staff	2017-030	Englishman River	Repair road to Top Bridge	2017	2017 Q3	Completed	Work delayed due to weather. Work is anticipated to get underway at the beginning of May & complete by May 24.
REG	Posac	2018-017	Wildwood/LHRT	Kiosk development and installation - split with H	2018 Q1	2018 Q2	Not started	Start design in March 2018.
REG	17-563	NEW 2017-073	Moorecroft	Include funding of improvements in 5-year plan	2017	2018 Q1	Underway	
REG	17-562	NEW 2018-025	Moorecroft	Construction of double vault toilet	2018	2018 Q2	Not started	
REG	17-562	NEW 2018-026	Moorecroft	Removal of Miss Moore's cabin and installation of seating area.	2018	2018 Q2	Not started	
REG	17-511	NEW 2017-075	Mount Benson	Consult Benson View residents on parking lot design	2017	2018 Q2	Underway	Meeting held with Neighbours in October. Ongoing communication continues.
REG	17-510	NEW 2017-075	Mount Benson	Include funds for design and construction in the 2018 budget	2017	2018 Q1	Completed	Funds included in the 2018 budget
REG CAP	Board	2014-001	Morden Colliery	Lease upgrade	2014	TBD	Delayed	Waiting on Province.
REG CAP	Board	2016-022	E&N -- Coombs to Parksville Rail Trail	Construction	2016	2017 Q2	Completed	The trail opened for use in December 2017. Deficiencies completed in spring 2018. Beacons and parking controls completed in August. One-year inspection completed in December with some items to be addressed by contractor.
REG CAP	Board	2017-022	E&N -- Coombs to Parksville Rail Trail	Amenities and signs install	2017	2017 Q3	Underway	Garbage cans and regulatory signs installed in the spring. Waymarker signs installed in September. Kiosk signage developed and installed in October. Traffic counters ordered. Outstanding: benches.
REG CAP	17-229	NEW 2017-059	E&N -- Coombs to Parksville Rail Trail	Closure of trail to horses for 2 months	2017	2017 Q2	Completed	Closure ended once compaction of trail was complete.
REG CAP	16-124,14-755,14-754	2017-047	Morden Colliery	Bridge and trail design and tender	2017	2018 Q2	Delayed	Project delayed because of ALC development application process.
REG CAP	16-670	2017-031	Benson Creek Falls	Stair design, bridge design	2017	TBD	Underway	Consulting team in place, project kick-off meeting complete. Draft concept received.
REG CAP	16-670	2017-032	Benson Creek Falls	Geo technical study of the slope for stair and bridge development	2017	TBD	Underway	Consulting team in place, project kick-off meeting complete.
REG CAP	15-201 17-384	2017-035	Little Qualicum	Bridge upgrades	2017	2017 Q4	Suspended	Consulting team in place, design kick-off meeting complete. Surveying underway, Environmental Permit applications underway.
REG CAP	17-385	NEW 2017-078	Little Qualicum	Removal of the bridge.	2017	2018 Q3	Completed	Completion planned for September. Project Complete.
REG CAP	Mngmnt 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	17-386	NEW 2017-068	Little Qualicum	Design and Construction of a new bridge be included for consideration in the 5-year plan	2017	2017 Q4	Not started	Funding and timing will be included in the 2018 budgeting process.



**Parks Work Plan  
December 2017 Update**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	Other	2016-019	Amazing Places: Top Bridge	Mount Arrowsmith Biosphere Region Research Institute (VIU)	2016	2017 Q4	Completed	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. Short video of Top Bridge now posted on MABR web site.
REG - Other	16-654, 16-678, 17-019	2016-020	(Salish Sea Marine Trail) BC Marine Trail Network Association	Partnership agreement	2016	2017 Q4	Underway	Met with BC Marine Trail Association executive in March, partnership agreement drafted and agreement reached. Board Report prepared for EASC in January 2018.
REG - Other	Staff	2017-018	Brochure	Reprint	2017	2017 Q4	Completed	Reprint ordered in March. See project number 2017-051.
REG - Other	Operational	2017-042	RPT Plan	Develop RFP. Work with consultant on plan development	2017	2018 Q4	Delayed	RFP to be prepared during summer for Board report in the fall of 2018.
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.
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	2016-032	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		GIS and Mapping	Ongoing mapping			On going	Ongoing
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		Park Statistics	Acquisition registry, park records, mapping, statistics			On Going	Working with GIS, acquisition registration system developed and numbers assigned to all park properties. Park names updated. Park acquisition maps and legal data tables completed for EA A. Revised EA planning map developed for Area A. Work underway on Area B.
Other	Operational	2016-030	Maintenance Contracts	A, Ext, EW, E, F, H, E&N, VW	2016	2017 Q1	Completed	RFP Issued, Mandatory Site Meeting complete, Addendums (2) Issued. RFP Closed March 30th and 4 responses received. RFP evaluations underway. Strain Landscaping selected and contract is underway.
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. Staff now inputting data into the software.
Other	Operational	2017-046	Park Maintenance Plans	Create plans for parks	2017	2017 Q4	Completed	Co-incident with RFP for developed C.P's. Completed.
Other	Operational	2018-022	Purchasing System	Create system for purchase	2018		Not started	Planned for 2018

**Parks Work Plan  
December 2017 Update**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
Other			Acquisitions	Assessment and report			Underway	Several properties under consideration.
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 Workplan	Create and forward for approvals	2017	2018 Q1	Underway	Planning for workplan to start in June. Budgeting underway.
Other	Operational	2017-039	Staffing	Hire new Parks Planner	2017	2017 Q2	Completed	Position to be posted and interviews to take place early April. Position filled.
Other	Operational		Budget and Workplans	Ongoing monitoring			On Going	Ongoing
REG-Other	Other		Tourism Vancouver Island Vancouver Island Trails Strategy	Phase 3 Exceptional Hiking Experiences Network (Vancouver Island Tourism)	2017		Underway	TVI trying to put its Phase 2 Master Plan for Hiking Experiences on VI/Sunshine Coast into play. In December, TVI staff sought feedback on idea to develop a handbook and identify and promote one exceptional trail per region.
REG-Other	Staff	2017-051	Brochure	Design New Brochure/Print	2017	2018 Q2	Underway	Proposals were received by 3 consultant firms to design the new Regional Parks and Trails Guide. The successful proponent was Awarewolf Creative from Nanaimo.
		2017-072	Horne Lake RT	Land use agreement with Strata	2017	2018 Q4	Underway	Familiarization with Strata lands, interests and concerns underway. Over Q1 Q2, conclude general agreement on basic route, use of ORVs, and have draft licence for Strata to take to their June AGM.