

REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION
AGENDA

Wednesday, September 19, 2018

6:30 P.M.

Cedar Heritage Centre

This meeting will be recorded

	Pages
1. CALL TO ORDER	
2. APPROVAL OF THE AGENDA	
3. ADOPTION OF MINUTES	
3.1 Electoral Area 'A' Parks, Recreation and Culture Commission Meeting - June 20, 2018	3
That the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held June 20, 2018, be adopted.	
4. DELEGATIONS	
5. CORRESPONDENCE	
6. UNFINISHED BUSINESS	
6.1 5-year Project Plan – Electoral Area 'A'	5
7. REPORTS	
7.1 Parks Update Report – Summer 2018	9
That the parks update for Summer 2018 be received as information.	
8. BUSINESS ARISING FROM DELEGATIONS	
9. NEW BUSINESS	
9.1 EA A PRCC Committee Expiring Terms (Gidden, White, Wilson, Thornton)	
10. COMMISSION ROUNDTABLE	

11. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO
MINUTES OF ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION
MEETING

Wednesday, June 20, 2018
6:30 P.M.
Cedar Heritage Centre

In Attendance:	Director A. McPherson	Chair
	Commissioner A. Thornton	Member at Large
	Commissioner J. Fiddick	Member at Large
	Commissioner B. White	Member at Large
	Commissioner L. Mann	Member at Large
	Commissioner M. Cawthorne	Member at Large
Regrets:	Commissioner L. Bury	Member at Large
	Commissioner G. Gidden	Member at Large
	Commissioner K. Wilson	Member at Large
Also in Attendance:	H. King	Supt. of Recreation Program Services
	K. Cramer	RDN Park Planner
	A. Harvey	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as amended with the addition of Parks Tour to Unfinished Business.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area 'A' Parks, Recreation and Culture Commission Meeting - April 25, 2018

It was moved and seconded that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held April 25, 2018 be adopted.

CARRIED UNANIMOUSLY

CORRESPONDENCE

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

M. Hutton, Cedar School and Community Enhancement Society re: Thank you

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

Parks Tour

J. Fiddick mentioned the discussion last meeting to have a EA 'A' park tour with the Commissioners as there are a few new members that could benefit from seeing the parks and locations talked about at the meetings. Early September was decided as the best time. Staff will send out some dates to consider when the 15-passenger van is available.

REPORTS

Lease and Site License Agreement with Cedar School and Community Enhancement Society for the Management of Cedar Heritage Centre (2019-2020)

It was moved and seconded that the Lease and Site License Agreement with Cedar School and Community Enhancement Society (CSCES) commencing the 1st of January 2019 ending the 31st of March 2020 be approved.

CARRIED UNANIMOUSLY

Parks Update Report – Winter 2018

K. Cramer gave an overview of the Electoral Area 'A' Community Parks projects.

It was moved and seconded that the Parks Update Report - Winter 2018 be received for information.

CARRIED UNANIMOUSLY

NEW BUSINESS

5-year Project Plan – Electoral Area 'A'

The Commissioners decided to discuss the work plan priorities at the next meeting in September, after they have done the parks tour.

COMMISSIONER ROUNDTABLE

Commissioners provided community updates to the Committee.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 7:50 PM

CHAIR

TO: Electoral Area ‘A’ Parks, Recreation and Culture Commission **MEETING:** June 20, 2018

FROM: Kelsey Cramer
Parks Planner

SUBJECT: 5-year Project Plan – Electoral Area ‘A’

REQUEST

That the Parks, Recreation and Culture Commission provide staff direction on the 5-year Project Plan: 2019-2023 for Electoral Area ‘A’ as provided in the June 20, 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, Recreation and Culture Commission, 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 Commission’s input, the 5-year Project Plan: 2019-2023 will be refined. The plan will be updated to capture the Commission’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 Commission 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 ‘A’ document attached along with the funding sources, if known and/or currently available.

The available funding sources for Community Parks are the Electoral Area ‘A’ Community Parks Budget and the Electoral Area ‘A’ 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 ‘A’ is:

EA ‘A’ Reserve Fund	\$345,505
EA ‘A’ The Cash-in-Lieu Reserve Fund	\$368,581
Area ‘A’ 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 'A' Parks, Recreation and Culture Commission.



Kelsey Cramer
kcramer@rdn.bc.ca
May 29, 2018

Reviewed by:

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

Attachments

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

RDN Electoral Area 'A' Community Parks

5-Year Project Planning: 2019-2023

PLANNING WORKSHEET - DRAFT

for review at the June 20, 2018 PRCC meeting

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.

Reserve Fund: \$345,505

Cash-in-Lieu Reserve Fund: \$368,581

Typical Parks Annual Development Budget: \$20,000

(As of May, 2018)

	Estimated Cost	Budget Notes	Origin	
Current Year Projects (2018)				
2018	Driftwood Rd Beach Access: stair preliminary design & consultation	\$5,000	consultant fees, staff time; CP Operational Budget 2018	Jun'15/Dec'16 motion
2018	Driftwood Rd Beach Access: final design, permitting, tender and construction	\$35,000	consultant/contractor fees; staff time; CP Operational Budget 2018	Board April 2018
2018	Glynneath Rd Tree Management & Replanting	\$10,000	consultant/contractor fees; CP Operational Budget 2018 (\$4734 on survey, assessment & plan)	PRCC/Board Apr 2018

High Priority Projects (2019-2020)				
2019	Cedar Plaza Irrigation	\$7,000	connection fees, contractor fees; staff time	Board Jul'16, Mar'17
2019	Cedar Skatepark viewing platform - preliminary options (costing & concepts)	\$2,000	contractor fees; staff time; CP Operational Budget 2019	PRCC/Board Oct 2017
2020	Cedar Skatepark viewing platform - construction (if decision to proceed is made)	\$15,000	order of magnitude cost estimate; not based on official estimate	
2020	Park signs pilot project -Thelma Griffiths (design & install entry & historical interpretive signage)	\$2,000	staff time; CP Operational Budget 2019; staff to follow up with SWACA	EASC, PRCC April 2018
2020	Water Access planning & consultation - project to be determined	\$5,000	survey and consultant fees, staff time; CP Operational Budget 2020	PRCC BA Inventory

Medium Priority Projects (2021-2022)				
2021	Water Access permitting & development - project to be determined	\$35,000	order of magnitude cost estimate; not based on official estimate	
2021	Quennell Lake Car Top Boat Launch: dock	\$20,000	order of magnitude cost estimate; not based on official estimate	
2022	Nairne Rd. to Morden Colliery Regional Trail Connection	\$5,000	trail already constructed, requires legal R.O.W.	

Low Priority Projects (2023-)				
2023	Macmillan Rd to Woodridge Rd: boardwalk connection		big project - involves elevated walkway	
	Kipp Rd: development of public access points and a trail network		planning to wait until there is a development application on adjacent lands (City of Nanaimo)	
	Whiting Way CP: park master plan (trail connections)		potential connection to Yellowpoint Ecopark (CVRD)	
	Thelma Griffiths: design & installation of historical signage (moved up to High/Med Priority)		staff to follow up with SWACA; if not interested in the project remove from project list	

Additional Project Suggestions				
	Community Trail development in South Wellington		commission members to investigate	

	Parkland acquisition or lease for Cassidy			
	Roadside trail development as per 2009 Active Transportation Plan		Investigate grant opportunities - Holden Corso may be a priority	
	Trail Planning (MOTI undeveloped roads)		assessment - by Commission	
	Trail acquisition-western edge of York Lake		Re. Cedar Main Street Village Plan	Village Plan
	Nanaimo River access		Re. Cedar Main Street Village Plan & Electoral Area 'A' OCP	Village Plan, OCP

Completed Projects		Cost		
2016	Cedar Skate Park: install picnic table	\$2,300	funds provided by Cedar Skate Association - donation of \$2,386	
2016	Cedar Plaza: Kiosk construction c/w interpretive signage; replanting; benches	\$25,000	\$22,331 funded by developer as condition of rezoning; \$2,669 from CP Operational Budget	
2016	Cedar Plaza: benches	\$5,000	\$2,500 from cash in lieu for benches from developer; \$2,500 from CP Operational Budget	
2016	Nelson Rd boat launch: toilet surround	\$3,500		
2016	Nelson Rd boat launch: signage	\$1,000		
2016	Thelma Griffiths CP: path improvements	\$4,000		
2014	Beach Access Inventory	staff time	assessment by Commission	
2014	Cedar Skateboard Bike Park: grand opening	staff time		
2014	Cedar Skatepark: construction	\$590,000	based on grant amount	
2013	Cedar Skatepark: construction drawings (to 100%) & tender	\$31,228		
2012	Quennell Lake car top boat launch	\$30,483	(\$5,671 CP Budget; MFLNRO \$21,812; Mid-Island Castaways Fly Fishing Club \$1,000; community member \$2,000)	
2012	Cedar Skateboard Bike Park: grant application	staff time		
2012	Cedar Skateboard Bike Park: construction drawings (to 85%)	\$21,228	funds came from the \$139,000 reserve fund previously set aside for skateboard bike park	
2012	Cedar Skateboard Bike Park: detailed geotechnical report	\$5,000		
2012	Cedar Plaza: Kiosk (tipple) concept & construction drawings	\$1,080		
2012	Pebble Beach BA: MOT lease; porta potty, g.can & dog sign	\$7,205		

TO: Parks Committees and Commissions **MEETING:** September 17, 2018

FROM: Wendy Marshall
Manager, Parks Services

SUBJECT: Parks Update Report – Summer 2018

RECOMMENDATION

That the parks update for Summer 2018 be received as information.

SUMMARY

Parks staff continue to work on projects identified in the 2018 Parks Work Plan and the RDN Operational Plan.

Planning and Capital Projects – Key Highlights

Mount Benson Parking Facilities

Site design is progressing. A permit application to the Ministry of Transportation and Infrastructure (MOTI) will be submitted in August along with the 80% design package. Project tender is anticipated for late 2018.

Errington Community Park

The conceptual design and costing for the Master Plan is underway. Phasing considerations for construction will be considered once Order of Magnitude costing is reviewed. The formal Public Engagement portion of the project is complete, with a final plan drawing of the conceptual Master Plan available for display in late September after EA F POSAC review. A survey and geotechnical review of the proposed area of the park for the project is underway.

Huxley Park Projects R+P-34-2016

Sports Court

A contractor has been hired to paint new pickleball lines on the sports court. The work is in the contractor's queue to be completed this fall (weather permitting).

Skatepark

A design consultant has been retained to complete construction drawings and costing for the Gabriola Skatepark to be completed in 2018. Staff continues to provide support to the *Keep on Pushin'* community fundraising campaign to raise \$72,000 towards the construction of the facility.

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

The Horne Lake Strata membership received the project brief and did not provide comment. In July, MOTI agreed that the RDN and Island Timberlands can revisit the 1911 Gazetted Road plan in order to correct errors, and identify a mutually agreeable long-term trail corridor from

Horne Lake Regional Park to the ACRD border. Technical meetings are underway with MOTI and will be initiated with Island Timberlands in the fall.

Village Way Path

In May, MOTI and the RDN met to re-examine the stalled November 2015 design in light of a softening of the Ministry's position regarding non-vehicular infrastructure within the developed road allowance. An approach involving asphalt curb and raised path without catch basin system for drainage was identified. The project engineer is now updating design plans and confirming that a simpler drainage approach will work. Once approved by the Ministry, a schedule of quantities will be created and the design costed.

Morden Colliery Bridge and Trail R+P-27-2015

The RDN's August 2017 request to the Agricultural Land Commission to reconsider its July 2017 decision to bar trail and bridge development along the old rail corridor has proven successful. In early July 2018, the Commission advised the RDN that trail development would now be permitted on condition that the trail works are fenced and a vegetative buffer installed, passages are created for farm workers and machinery to cross the trail, and all works are completed by July 2021. The reconsideration decision remains subject to review by the Commission Chair and appeal by the landowner who opposes the trail project.

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

The conceptual designs for improved access to Ammonite Falls and across Benson Creek were reviewed by the public from February 9 to March 16, 2018. A summary of feedback is posted on the RDN Get Involved website. Both bridge options (truss vs. suspension) received equal support. A new trail or combination of trail and stairs were the preferred options for descent to Ammonite Falls, while some preferred a staircase at the existing descent site. Input from the Ministry of Forests, Lands and Natural Resource Operations has been requested. The park is leased crown land and these projects will require Provincial approval due to proximity to Benson Creek.

Dunsmuir Community Park Development

A contract has been awarded to Leuco Construction Inc. for Phase 1 park construction (a new sports court and parking lot). Construction began in August and was scheduled to be completed by the end of October. With the extreme fire hazards the project was put on hold late August until cooler temperatures return. A community groundbreaking was held August 10, 2018.

Meadowood Way Community Park – Community Centre Development

The consultant retained to provide Phase 1 Detailed Design and Costing is Herold Engineering with de Hoog Keirulf Architects. The design work and costing is underway. Staff met with the Corcan Meadowood Residents Association early July to inform and consult on the current design requirements for the Centre.

Blue Water Community Park Restoration

The restoration of the park will require many seasons to be complete. The initial vegetation management with Goats on the Hoof was completed in May 2018 and they will return in the fall for a less intensive round of management. This will be followed by seeding and tree planting.

The tree planting is funded by a 2018 BC Hydro grant of \$2,700.00 and must be complete by year end.

Registry and Mapping

Area B's community park portfolio has been fully registered. A set of park maps with registry information tables along with an updated planning map were provided to the Area B POSAC. Missing Ministry of Transportation and Infrastructure permits were obtained for various uses of undeveloped road allowance in Area A, the new Driftwood Road Beach Access registered, and an updated map set distributed to the Area A Parks, Recreation and Culture Commission. Area C parks and planning maps near completion. Property acquisition names for Areas F and G parks, trails, water accesses and open spaces were clarified, thus completing that task for the electoral areas and assisting GIS in the labelling of community park properties on the web map.

Operations – Key Highlights

General Service Calls

Operations staff were busy in the spring and summer time trimming vegetation, brushing out trails, and responding to hazard tree issues. Staff responded to routine complaints including; vandalism, graffiti, uncontrolled dogs, and dumping. Increasing popularity of some parks is placing additional demand for toilet service and garbage collection frequency.

Glynneath Road CP

Hazard tree removals commenced in June following contractor selection. The work is being carried out in two phases, with the first phase to be completed in 2018 and the second part in early 2019. The Contractor is following a work plan set forth by Parks Operations and based on an Assessment Report produced by Strategic Natural Resource Consulting for this site.

707 Community Park

Work was completed to improve Fire Department access to key areas of the park. Work included trail brushing, road grading, and a new gate was installed at the North Road entrance to the park.

Witchcraft Lake Regional Trail

Parks has entered into an agreement with the Federation of Mountain Clubs of British Columbia for their member club the Island Mountain Ramblers to carry out trail improvements on a portion of the trail named "Straight to the Top". The agreement is a two-year pilot project. Logistical work is now underway between the Club and Parks Operations to facilitate this year's work.

Boulton Community Park

Staff replaced the deteriorated playground containment border with a much improved cedar border.

Parks Programming

Successful Spring programs included hikes on the CPR Regional Trail, Mount Cokely, and Mount Arrowsmith. The Spring Break GO Wild Camp at Moorecroft Regional Park was a success with 16 children registered. Paddling Adventures on Horne Lake, Night Walk in Englishman River Regional Park, and Amazing Race in Englishman River Regional Park were cancelled due to low registration.

Park Use Permits

Area A

- Park Use Permit given to VIU Horticulture Department (partnered with International Education) to harvest Wild Ginger from Nanaimo River Regional Park April 9, for propagation. Replanting to happen in Fall 2018.
- Runners of Compassion, Nanaimo Chapter, was given a permit for TCT- Extension Ridge trail for Fletcher's Challenge, a trail running race, held on March 30.

Area B

- Park Use Permit granted to Gabriola 4-H Club for concession at Rollo McClay Community Park (ball fields) from April-September 2018.
- Park Use Permits granted to GaLTT for free guided walks throughout parks on Gabriola during Spring and Summer 2018, and for broom cutting in May at 707 Community Park.

Area C

- Nanaimo Mountain Bike Club received a Park Use Permit for partial use of Benson Creek Falls Regional Park for a cross country mountain bike race held on May 26.

Area E

- Park Use Permits granted for weddings at Moorecroft Regional Park (June 3, June 11, 2018). Permits for school field trips to Moorecroft Regional Park (2) granted to two elementary schools in D69.
- Park Use Permit granted to CUPE Local 3570 for Family Picnic at Jack Bagley Community Park held on May 12.

Area F

- VIU granted a permit for the Mount Arrowsmith Biosphere Region BioBlitz at Englishmen River Regional Park April 21. Results of this study to be forwarded to RDN in the Fall 2018.
- Errington Therapeutic Riding Association was granted a permit to hold part of their "pledge ride" on the Coombs to Parksville Rail Trail June 24, 2018.

Area G

- BC Conservation Foundation was granted a permit to do a tour in the Little Qualicum River Estuary Regional Conservation Area April 5, 2018, during the Brant Festival.

Area H

- No permits this quarter.

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.



Wendy Marshall
wmarshall@rdn.bc.ca
August 21, 2018

Reviewed by:

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

Attachments

1. Parks Work Plan – July 2018

**Parks Work Plan
Summer 2018**

PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access consultation and design	2017	2018 Q3	Completed	Board report completed and design to move forward during summer. Design completed.
A	18-149	2018-001	Beach Accesses	Driftwood Beach Access stairs construction	2018	2018 Q2	Underway	Tender issued and selection to take place in July.
A	17-153	2018-025	Cedar Plaza	Review Possible Alternatives to allow water	2017	2018 Q2	Underway	Application into NCID waiting for approval
A	18-224	2018-074	Cedar Plaza	Installation of a communications board			Not started	TBD
A	18-144	2018-026	Glynneath	Trees - removal/replant. Keep park in natural state	2018	2019 Q2	Underway	Harvesting Assessment complete, obtaining estimates for work. First phase of removal completed.
A		2018-024	Kipp Road	Geotechnical options for site remediation	2018	2018 Q2	Underway	Remediation technical plan 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	Identified in 5-year work plan.
A	18-223	2018-075	Thelma Griffiths	Pilot Park for new signs	2019		Not started	Planned for 2019
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	Underway	Fire Department Access Improved.
B		2018-028	707	New Property - add amenities	2018		Not Started	Will start once property added to the RDN system.
B			707	Management Plan Update	2020		Not Started	Planned for 2020.

**Parks Work Plan
Summer 2018**

PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
B			707	New Property development	2023		Not Started	Planned for 2023.
B		2018-031	Cox	New Property - add safety amenities	2018		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.
B	18-179		Cox	Work with Galtt on trails	2018	2018 Q3	Underway	Staff working with Galtt on trail layout.
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		Completed	Opening event held.
B	18-182	2018-076	Huxley	Pickleball line painting	2018	2018 Q4	Underway	Work expected to commence in September - based on contractor availability
B	16-346	2016-007	McCollum 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 and Huxley Benches	Benches	2018	2018 Q3	Underway	Huxley Benches Installed
B		2018-032	Whalebone	Upgrades to trails	2018	2018 Q2	Completed	2018 upgrades complete as of April 18th 2018.

**Parks Work Plan
Summer 2018**

PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
B-CWrks	18-180	2018-030	Huxley	Skateboard and park entrance Construction drawings/costing/geotec/survey	2018	2018 Q2	Underway	Report went to May 22 Board for project funding approval (CW Funds). Funding approved.
B-CWrks	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2018	2018 Q3	On hold	Unfavourable Geotech Report. Staff determining options.
B-CWrks	Board	2015-001	Village Pathway	Design/MOTI approval	2015		Underway	Met w MOTI 18May; identified possible approach. Project engineer contracted to revise plans and confirm feasibility.
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	2019 Q3	Not started	Now planned for 2019.
C EW/PV	Posac	2018-004	Anders Dorrit	Concept Design & Open House	2018	2018 Q3	Completed	Open house held at end of April.
C EW/PV			Anders Dorrit	Detailed Design	2019	2019 Q2	Not started	Application to ALC to occur prior to detailed design.
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 Fall 2018.
C Ext			Extension Miners	Install Trail to river	2019		Not started	Planned to start in Summer 2019.
C Ext		2018-034	Trails Initiative	Horse Access on Crown	2018	2018	Not started	Planned to start in Fall 2018.

**Parks Work Plan
Summer 2018**

PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
E	18-084	2018-055	Bonnington Drive/Coventry Place	High level report on cost and process for stairs and trail construction	2018	2018 Q3	Underway	Report planned for fall POSAC. Staff looking at options/costs.
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	Lease renewal, public consultation, Design new use once received	2018	2020	Not started	Option to purchase to be considered.
E	17-517, 18-086	2018-074	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.
F	17-310	2018-009	ACT Trails	Surface David Lundine trail	2018	2018 Q2	Not started	In coordination with Errington CP Master Plan. Construction planned for fall 2018.
F		2018-040	ACT Trails	Palmer Road East Trail Construction	2018	2018 Q4	Not started	Planned to start in summer/fall 2018 with survey of the determine trail alignment.

**Parks Work Plan
Summer 2018**

PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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 and Open House are complete. Master Plan concept design and costing underway.
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	Due to water/septic infrastructure staff investigating options including Crown grant.
F	18-183	2018-077	Malcolm	Pilot Park for new signs	2019		Not started	Planned for 2019.
F	18-196	2018-041	Meadowood	Community Hall Construction	2018		Underway	Schematic design and Class B estimate underway. Report being drafted for September EASC.
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	BC Hydro grant of \$2,700.00 received to plant trees in park. Goats on site in May and will return in fall to complete vegetation management.

**Parks Work Plan
Summer 2018**

PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
G		2017-015	Boulton	Replace playground borders	2017	2018	Completed	Work carried out by Ops Staff
G			Dashwood	Playground Updates	2019		Not started	Planned for 2019.
G		2018-057	Lee Rd	Tree removal French Creek	2018	2018 Q1	Completed	Trees removed from the creek.
G	18-185	2018-078	Maple Lane	Develop plan and add to five year plan	2018	2018 Q3	Completed	Added to five year plan.
G	18-184	2018-079	Maple Lane	Pilot Park for new signs	2018	2018 Q3	Underway	Signs under development
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	Completed	Engineering study complete and consultation underway with community. Report complete and direction determined.
H		2018-042	Beach Accesses	Signage and Improvements	2018	2018 Q3	Underway	Beach Access priorities determined at June 11 POSAC. Signs will be installed in fall/winter.
H	17-020	2017-016	Dunsmuir	Detailed design	2018	2018 Q2	Completed	Phase 1 tender drawings completed and project tendered.
H			Dunsmuir	Phase II Planning	2019		Not started	Planned for 2019.

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PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H			Dunsmuir	Phase II Construction	2020		Not started	Planned for 2020.
H		2016-013	Lions Park	Operators Agreement	2016	2018 Q3	Underway	Revised licence sent to Lions 30Apr. Spoke w President 23May. They will call when ready to meet.
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	Project will start in late summer.
H	18-143	2018-080	Wildwood	Pilot Park for new signs	2018	2018 Q4	Not started	Planned for fall in conjunction with kiosk design.
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.
H-CWrks	18-148, 18-147	2018-012	Dunsmuir	Phase I construction	2018	2018 Q3	Underway	Funding approved (CW Funds). Phase 1 tendered and selection to take place in July. Contractor selected and ground breaking on August 10.
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	Completed	Board and committees have reviewed and pilot parks selected.

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PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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	Underway	Handrail ordered, trail surfacing and box stairs to follow
REG	18-072	2016-028	Beachcomber	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	Completed	Concept planning complete. Approvals, detailed design to follow.
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.
REG		2018-043	BigQ/ACRD Regional Trail	Detailed planning	2018		Not started	Will proceed once preliminary work is completed.
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.

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PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Staff	2018-018	Descanso	Tree removal	2018	2018 Q2	Underway	Coastal Wildfire carried out Phase 1, Phase 2 underway by contracted arborist to be completed in fall.
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.
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.

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PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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. Toilets ordered.
REG	16-666, 17-510	2018-054	Mount Benson	Parking design and construction	2018	2019	Underway	House removal complete. Plans nearing 80%. MOTI permit application to follow. Plans now at 95%.
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 Thames Crk	Planning	2020		Not started	Some reviews done for seniors housing project.

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PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG			PQ Links	Barclay Bridge - asphalt extension	2019		Not started	Planned for 2019.
REG	Staff	2017-020	TCT	Timberlands Road trail head development	2016	2018 Q4	Underway	Draft license to 2nd landowner 8Jun. Island Timberlands approved alternate drier route 11Jul. Detailed planning of parking lot commencing. Rural Dividend Program updated.
REG		2018-080	TCT signage review	GPSing of signage in prep for updating given new TCT signs.	2018		Underway	Staff GPSing signs.
REG			TCT signage update	Apply for free signage if available; otherwise purchase. Update all.	2019		Not started	Planned for 2019.
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/LHR T	Kiosk development and installation - split with H	2018	2018	Not started	Project will begin in late Summer.
REG	18-176	2017-070	Witchcraft Lake Regional Trail	Volunteer Trail Building Agreement	2017	2018 Q1	Completed	Agreement aproved by Board and issued for signature.
REG	18-176	2018-047	Witchcraft Lake Regional Trail	Volunteer Trail Building	2018	2018 Q3	Underway	Agreement complete, logistical planning and material assembly underway
REG	18-177	2018-081	Witchcraft Lake	Costing and location for moving boardwalk	2018	2018 Q4	Underway	Working with City of Nanaimo on location and costs.

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PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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.
REG CAP		2017-043	BigQ/ACRD Regional Trail	Preliminary planning including agreement with strata	2017		Underway	Brief provided to Strata received with no comment. MoTI advises RDN to negotiate 1911 Horne Lake Rd plan revisions with Island Timberlands.
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		2018-062	E&N -- Coombs to Parksville Rail Trail	Trail Repair - Clean up, Design and rebuild		2018 Q3	Underway	Final design being detailed with input from environmental monitor; subject to approval by ICF and SVI. Building contractor lined up. Work to be completed by mid-Sept end of fish window.
REG CAP		2017-022	E&N -- Coombs to Parksville Rail Trail	Finish Construction Details	2018		Underway	First review of as-built plans completed. Final plans await completion of flooding repairs in September.

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PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG CAP	17-386	2017-068	Little Qualicum	Bridge Design	2018	2019	Underway	RFP for an Engineering firm to produce design has started. Consultant selected.
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		Underway	ALC provided approval early Jul, with development conditions and July 2021 deadline for completion. Game plan being established.
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. Final copy under review.
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.

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PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	16-654,16-678,17-019,18-030	2016-020	Salish Sea Marine Trail	Agreement with BC Marine Trail Association & signage	2016	2018 Q3	Completed	Signage received fr BCMTNA and installed at five approved locations. DBRP pamphlet updated to reflect being on Salish Sea Marine Trail.
REG - Other		2017-072	Tourism VI Trails Strategy	Phase 3 Exceptional Hiking Experiences Network	2017		Underway	Met w TVI n VISTA to encourage TVI focus on this multi-region trail. Strong interest.
Other	Operational	2018-051	2019 Budget and Work plan	Create and forward for approvals	2018	2019 Q1	Underway	Budgeting started.
Other	18-217	2018-082	Wicklow West land exchange	Work with developer on land exchange	2018	2019 Q2	Underway	Subdivision applications submitted. Working on process for disposition of parkland
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			Underway	Park staff to visit possible well sites n confirm if exist n ensure decommissioned if necessary. Provide Province w updated well data.
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		Not started	Planned for fall 2018.

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PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
Other	Operational		Portfolio Records & Mapping	Acquisition registry, park records, mapping, statistics			On Going	Areas A n B Property Registry Forms and Planning Maps completed n distributed. Area C maps nearing completion; property data collection n naming advanced for Areas E, F and G.
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		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		Not started	Planned for fall 2018.
Other	Operational	2017-043	Worksafe BC	Update program	2017	2018 Q4	Underway	Work will continue throughout 2018.