

**REGIONAL DISTRICT OF NANAIMO  
NANOOSE BAY PARKS AND OPEN SPACE ADVISORY COMMITTEE  
AGENDA**

**Wednesday, October 3, 2018**

**6:30 P.M.**

**Nanoose Place**

**Pages**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1 Nanoose Bay Parks and Open Space Advisory Committee Meeting - June 13, 2018** **3**

That the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held June 13, 2018 be adopted.
- 4. DELEGATIONS**
- 5. CORRESPONDENCE**
  - 5.1 B. & J. Milligan, Stone Lake Drive Residents, re: Proposed Changes to Stone Lake Drive Park** **6**
  - 5.2 Dr. D. Dowling - Stone Lake Drive Playground** **7**
- 6. UNFINISHED BUSINESS**
- 7. REPORTS**
  - 7.1 Stone Lake Drive Community Park – Natural Play Space Update** **8**

That the creation of concept plans for the Stone Lake Drive Community Park Natural Play Space project proceed with the assistance of the Focus Group
  - 7.2 Bonnington-Coventry Trail Corridor Review – Area E** **13**

That the Parks and Open Spaces Advisory Committee consider the priority level of the Bonnington-Coventry Trail Corridor site survey, design, funding and construction in the 5-year Community Parks work plan for Area E and that the work plan be updated accordingly.

**7.3 Parks Update Report – Summer 2018 22**

That the Parks Update - Summer 2018 be received as information.

**7.4 5-year Project Plan Approval– Electoral Area E 42**

That the 5-year Project Plan: 2019-2023 for Community Parks in Electoral Area E be received as information.

**8. BUSINESS ARISING FROM DELEGATIONS**

**9. NEW BUSINESS**

**9.1 Expiring Terms ( Swan, Turkington, Young)**

**10. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE NANOOSE BAY PARKS AND OPEN SPACE ADVISORY COMMITTEE MEETING**

**Wednesday, June 13, 2018**

**6:30 P.M.**

**Nanoose Place**

In Attendance:	Director B. Rogers	Chair
	L. Krofta	Member at Large
	M. Caskey	Member at Large
	D. Mitchell	Member at Large
Regrets:	V. Swan	Member at Large
	R. Turkington	Member at Large
	D. Young	Member at Large
Also in Attendance:	K. Cramer	RDN Parks Planner

**CALL TO ORDER**

The Chairperson 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 amended to add District 69 Recreation Report to Reports.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Nanoose Bay Parks and Open Space Advisory Committee Meeting - February 7, 2018**

It was moved and seconded that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held February 7, 2018, be adopted.

CARRIED UNANIMOUSLY

**DELEGATIONS**

**P. Myers, Nanoose Resident, re: Proposed playground at Stone Lake Drive Community Park**

The delegate spoke against the proposed natural playground at this location, and suggested that Claudet Park would be a more suitable location. She provided the Committee with a petition signed by 23 residents of the area.

## **CORRESPONDENCE**

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

J. Hegyes and K. Sheaff, Nanoose Bay Elementary Mountain Bike Club, re: Nanoose Road Park  
G. St. Pierre, Regional District of Nanaimo, re: Nanoose Volunteer Fire Department Hydrant

CARRIED UNANIMOUSLY

## **UNFINISHED BUSINESS**

### **Beach Access Signage Information**

It was moved and seconded that the Beach Access Signage Information provided for Electoral Area 'H' be received as information.

CARRIED UNANIMOUSLY

## **REPORTS**

### **Parks Update Report – Winter 2018**

K. Cramer gave an update of the EA 'E' community parks projects.

A biologist's report has been received for the Stone Lake Drive Community Park, proposed natural play space area. Next steps: observe the site this fall in relation to the water table/any standing water at the proposed natural playground location, and have the Committee review the site as a group prior to the next POSAC meeting. Then, perhaps, move on to the focus group and a public open house afterwards.

Some of the audience expressed concerns over the location of the proposed natural playground, as well concerns over the lack of consultation to date. Director Rogers explained that consultation will ensue after further assessment has been carried out.

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

CARRIED UNANIMOUSLY

### **Directors Report**

Report not given due to lack of time.

### **District 69 Recreation Commission Report**

L. Krofta, EA 'E' District 69 Recreation Commission Representative, gave an update of the Recreation Commission's projects to the Committee and shared some of the key concepts about the BCRPA Symposium she attended in Vancouver.

It was moved and seconded that the District 69 Recreation Commission Report be received for information.

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM DELEGATIONS**

**Proposed Natural Playground at Stone Lake Drive Community Park**

It was moved and seconded that the Electoral Area 'E' Parks and Open Space Advisory Committee meet onsite at Stone Lake Drive Community Park either before mid-July or during September to review the site and reports to date.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**5-year Project Plan – Electoral Area 'E'**

The draft plan was reviewed and some changes in priorities were recommended.

**Signage Strategy - EA 'E'**

It was moved and seconded that EA 'E' Parks and Open Space Advisory Committee endorse the signage project, and Es-hw Sme~nts Community Park be the pilot location.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 9:15 PM

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CHAIR

**From:** Blair Milligan []  
**Sent:** Thursday, June 14, 2018 6:03 PM  
**To:** Cramer, Kelsey  
**Subject:** Re: Parks & Open Spaces Advisory Committee

To: Kelsey Cramer and Parks & Open Spaces Advisory Committee  
June 14, 2018  
Re: Proposed Changes to Stone Lake Drive Park

We are residents of 1540 Stone Lake Drive, and are strongly OPPOSED to the changes proposed for the Stone Lake Drive Park. Not only is there no parking available, and walking access is very dangerous due to a blind and dangerous intersection at Northwest Bay Road, and the access to the park is on a sharp corner, and there are several ponds in the park which are not suitable for small children due to drowning risk, to name only a few of the safety reasons to not make it into a playground. Timberstone Estates is a primarily mature neighbourhood with very few small children and the great majority of residents are firmly OPPOSED to these changes. We use this park very regularly, and greatly enjoy the natural beauty and serenity it offers. Please, DO NOT change our park into something none of the residents want. Madrona Drive already has a very nice natural space at the end of Madrona Dr., with good trails, benches, and great views leading to the beach. If you feel a more developed playground is required or necessary, the further development of the park at Claudet Rd. would be a very good option, since it already has good parking, access, washroom facilities, and much more available space.

Thank You  
Blair & Jackie Milligan

**From:** Cramer, Kelsey  
**Sent:** Thursday, May 31, 2018 10:59 AM  
**To:** Rogers, Bob; Marshall, Wendy  
**Subject:** Upcoming Parks & Open Spaces Advisory Committee Meeting

Good morning,

I am sending this email as a reminder that the next Nanoose Bay (Area E) Parks and Open Spaces Advisory Committee meeting will be Wednesday, June 13<sup>th</sup> at 6:30pm at Nanoose Place.

The meetings are open to the public and you are welcome to attend. The agenda will be posted here prior to the meeting:

<https://www.rdn.bc.ca/events/2018-6-13/>

Please let me know if you have any questions.

Kind regards,  
Kelsey

**Kelsey Cramer**  
Parks Planner, Recreation and Parks Services

**Regional District of Nanaimo**  
1490 Springhill Road  
Parksville, BC V9P 2T2  
T: (250) 248-4744 | C: (250) 927-0188 | Email: [kramer@rdn.bc.ca](mailto:kramer@rdn.bc.ca)

September 5, 20128

Bob Rogers, RDN Director,  
POSAC Area E

Dear Bob

I am following up our useful phone conversation today with this written observation, concerning the possibility of some kind of children's playground being built by the Stone Lakes, at the bottom end of Stone Lake Drive.

That area is a rare, ecologically delicate natural site, with ponds and wetlands, and fenced trails through ferns and forest. It is protected from the road, houses, mail boxes and pumping station by a small clump of trees and wild blackberries. Any child who wants a wilderness experience can, by walking a few meters off the road, find him or herself surrounded in this quiet beauty; we regularly walk our dog and grandchildren there for this reason.

It feels a long way from houses and roads, *precisely because of* that small stand of trees.

The notion that the District could somehow make this precious area more 'natural' strikes me as bizarre. A lot of money, machines and effort would be expended to destroy the habitat of many creatures and birds, upset the ecological balance of the ponds, and result in some man-made 'natural feature' which would look manicured, sterile, and have none of the attraction and mystery of what is already there. The very few children who live in this area would, I am sure, ignore it.

If your goal is to provide inviting natural spaces for families and children to explore, you have already achieved it, brilliantly: the Stone Lakes are a beautiful blend of nature and walkways. I urge your planning group to leave well enough alone.

Yours sincerely

Dr David Dowling  
1409 Stone Lake Drive  
Nanoose Bay

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**TO:** Nanoose Bay Parks and Open Spaces Advisory Committee      **MEETING:** October 3, 2018

**FROM:** Kelsey Cramer      **FILE:** 2018-074  
Parks Planner

**SUBJECT:** Stone Lake Drive Community Park – Natural Play Space Update

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### RECOMMENDATION

1. That the creation of concept plans for the Stone Lake Drive Community Park Natural Play Space project proceed with the assistance of the Focus Group

### BACKGROUND

On June 14, 2017, the Nanoose Bay Parks and Open Spaces Advisory Committee received a delegation at their regular meeting, requesting consideration of development of a “natural playground” in the Madrona/Timberstone area of Nanoose Bay that would be accessible by walking or biking. The POSAC requested that staff report back at the following meeting:

*That staff be directed to provide a scoped concept report regarding natural playground equipment, budget and location around the Madrone area for the next Electoral Area E POSAC meeting.*

A high-level suitability assessment of two sites in the Madrona/Timberstone area (Amelia Crescent Community Park and Stone Lake Drive Community Park), as well as at Claudet Road Community Park located farther east along Northwest Bay Road, was provided at the September 13, 2017 meeting.

Stone Lake Drive Community Park was summarized as offering natural playground development opportunity for a small natural playground pilot project. Claudet Road Community Park was summarized as offering natural playground development opportunity within the context of a larger multi-amenity park project that could also include other recreational elements such as sport courts, pump track, etc.

On October 24, 2017, the Board directed that:

*That Stone Lake Community Park be pursued as a pilot project for a natural playground and moved forward in the work plan to begin community engagement.*

Further to this, the POSAC requested that a Focus Group be used in assisting with the conceptual planning for the project, and the Board provided the following direction on March 27, 2018:

*That a community focus group be set up to facilitate the design of the playground at Stone Lake Drive Community Park.*



Prior to beginning design work, a site survey was obtained in early April 2018 (Attachment 1). Staff notified neighbours in close proximity to the Park via letter that they may observe a surveyor in the Park in relation to the Stone Lake Drive Community Park Natural Play Space project.

Soon after receiving the survey notification letter, several residents in the Timberstone area voiced concern and disapproval of the project at this location. Staff and Area Director met on site on with park neighbours on April 18, 2018 to hear their concerns and provide more information on the Natural Play Space project, the process, and the timeline, clarifying that the public consultation has not yet occurred and would be planned once a concept design was available to present to the community. (It should be noted that staff did receive input from some nearby residents who indicated support for the project).

Specific concerns included proximity of the proposed play space to detention ponds and the road, loss of blackberries for fruit picking, concern about more youth in the park if the play space is developed, and impacts to water quality given the RDN wells adjacent to the site. Staff followed up on all of these items. An environmental study was conducted and concluded that the blackberries are invasive plants and should be removed. RDN Water Services was consulted regarding the wells and there are no conflicts with the play space project. A vegetation buffer and the addition of wire to the existing pond fencing are design suggestions to separate the ponds from the play area. Road signage to indicate children playing will be considered, along with split rail fencing or other design element to separate the play space from the road.

At the June 13, 2018 POSAC, a delegation spoke against the project at Stone Lake Drive Community Park, reiterating some of the concerns above and presenting a petition signed by 32 individuals, supporting that:

“the "Natural" Community Park at Stone Lake Drive remain in its state without the trees, shrubs and other natural growth removed to construct a playground.”

The delegation concluded that a full-sized playground could be built at Claudet Road Community Park to duplicate the one removed from Nanoose Community Park.

In response, the POSAC determined that they would conduct a site visit to each location prior to their next meeting and give consideration to the intent of the project, as presented by the initial delegation, the input and concerns received by the second delegation and other relevant information about the parks.

*That the Electoral Area E Parks and Open Space Advisory Committee meet onsite at Stone Lake Drive Community Park either before mid-July or during September to review the site and reports to date.*

On July 19, 2018, all POSAC members, along with the Area Director and park staff met on site at both locations.

## **OPTIONS**

Each site was discussed in light of the information available about the parks and in consideration of both delegations related to the project. Below is a summary of the pros and cons recorded at the site visits.

<b>Community Park</b>	<b>Pros</b>	<b>Cons</b>
Stone Lake Drive	<ul style="list-style-type: none"> <li>• Close to more families/residences.</li> <li>• Easily walked or biked to.</li> <li>• All natural material fits the theme of the existing trails and park.</li> <li>• Opportunity to integrate natural elements along existing trails.</li> <li>• Visibility from the road.</li> </ul>	<ul style="list-style-type: none"> <li>• No room to expand if ever desired in the future.</li> <li>• May need to integrate drainage or build up the play space area if ground is wet in winter time.</li> </ul>
Claudet Road	<ul style="list-style-type: none"> <li>• More space available.</li> <li>• Suitable for a larger playground, could be combined with other amenities.</li> <li>• Could dog-park work here?</li> <li>• Toilet, parking amenities in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Not easily walked to, visitors would drive to this site.</li> <li>• Would want to do park master plan first which would lengthen timeline substantially.</li> <li>• Generally quite wet in the park, would need to investigate site conditions further.</li> <li>• Vegetation clearing would be greater.</li> </ul>

**ALTERNATIVES**

1. That the creation of concept plans for the Stone Lake Drive Community Park Natural Play Space project proceed with the assistance of the focus group.
2. That the process for initiating a master plan for Claudet Road Community Park be added to the 5-year Community Parks work plan and the Natural Play Space project be considered at Claudet Road Community Park during the planning process.
3. That a Natural Play Space project at Stone Lake Drive Community Park or Claudet Road Community Park not be further explored at this time.

**NEXT STEPS**

Should the project continue to move forward at Stone Lake Drive Community Park, the anticipated next steps are:

- |   |              |
|---|--------------|
| 1. Public Consultation  | Target Date  |
| a. Focus Group to develop concept plan.   | End of 2018. |
| b. Community Open House and Questionnaire to collect input on the concept and gauge level of acceptance for the project in general. | Spring 2019. |

2. POSAC to review input received and consider moving on to detailed design and project development. Summer 2019 POSAC meeting.

## FINANCIAL IMPLICATIONS

Costs for the concept planning work at Stone Lake Drive Community Park would be minimal and covered through the Area E Community Parks Budget. The construction of the project would be funded through the Community Works Fund. An estimated cost of \$45,000 was identified in the 5-year Community Parks work plan. Additional operational costs for this project beyond what the park currently expends will result from garbage service and occasional maintenance and repairs, estimated to be \$1,300 and \$500 annually, respectively. Play space inspections and maintenance would be completed by staff at an annual commitment of approximately 20 hours.



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Kelsey Cramer  
kcramer@rdn.bc.ca  
August 13, 2018

Reviewed by:

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

Attachments

1. Approximate Play Space Area

# SITE PLAN

REGIONAL DISTRICT  
OF NANAIMO

LOT A, DISTRICT LOT 68,  
NANOOSE DISTRICT,  
PLAN VIP80339

ADDRESS : STONE LAKE DRIVE COMMUNITY  
PARK, NANOOSE BAY, BC

PROJECT SURVEYOR : D.W. HOLME

DRAWN BY : DWH

DATE : APRIL 5/18

OUR FILE : 89171

REVISION :



**J.E. ANDERSON  
& ASSOCIATES**  
SURVEYORS - ENGINEERS

1A - 3411 SHENTON ROAD, NANAIMO, B.C. V9T 2H1  
TEL: 250 - 758 - 4631 FAX: 250 - 758 - 4660  
E-MAIL : nanaimo@jeanderson.com  
NANAIMO - VICTORIA - PARKSVILLE - CAMPBELL RIVER

LOT B  
PLAN  
EPP10000



## LEGEND

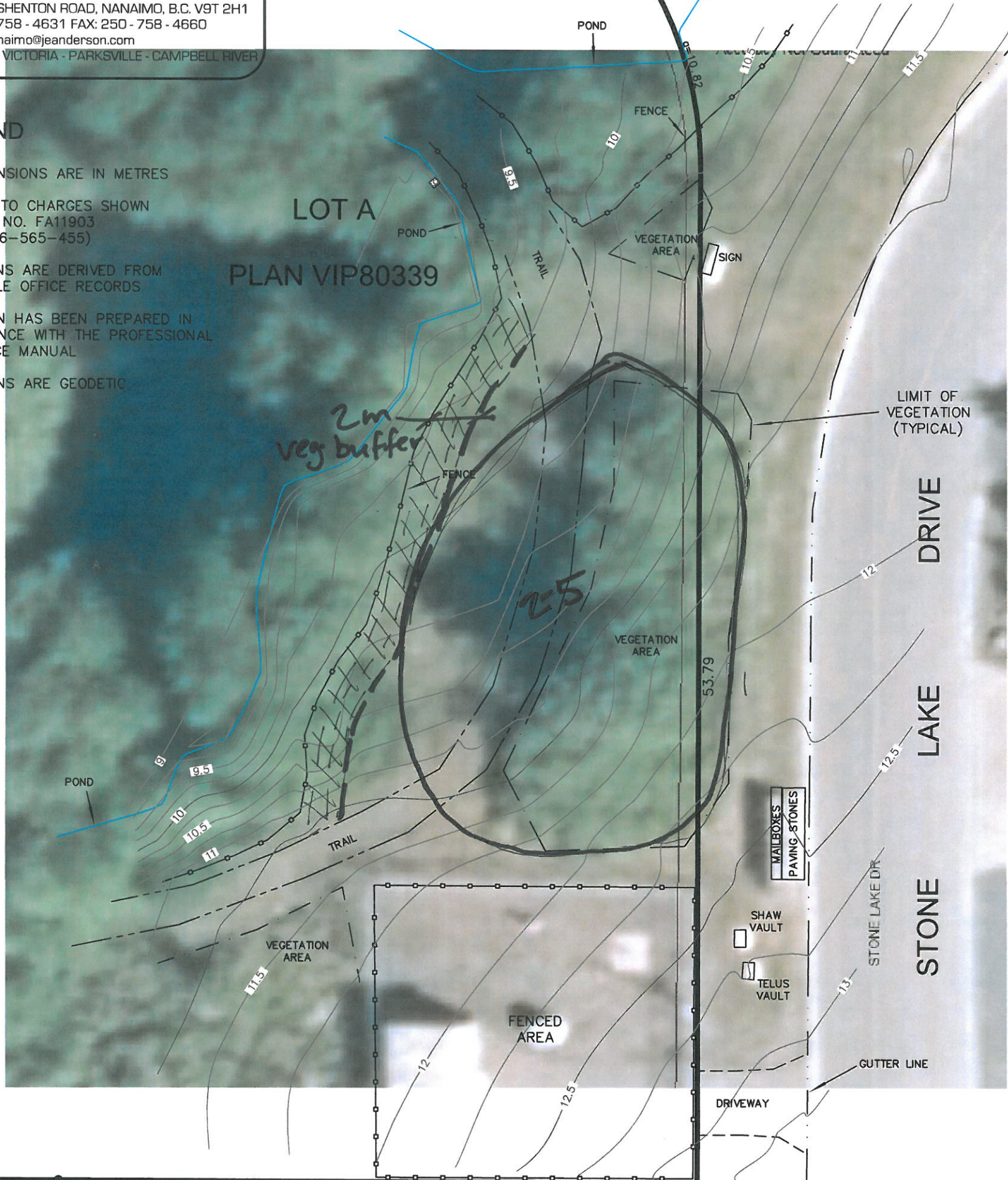
ALL DIMENSIONS ARE IN METRES

SUBJECT TO CHARGES SHOWN  
ON TITLE NO. FA11903  
(P.I.D. 026-565-455)

DIMENSIONS ARE DERIVED FROM  
LAND TITLE OFFICE RECORDS

THIS PLAN HAS BEEN PREPARED IN  
ACCORDANCE WITH THE PROFESSIONAL  
REFERENCE MANUAL

ELEVATIONS ARE GEODETIC



LOT 24

BENCH MARK IRON  
POST = 11.02

33.80  
LOT 23

PLAN

VIP87768



The intended plot size of this plan is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:250

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**TO:** Nanoose Bay Parks and Open Spaces Advisory Committee    **MEETING:** October 3, 2018

**FROM:** Kelsey Cramer  
Parks Planner

**SUBJECT:** Bonnington-Coventry Trail Corridor Review – Area E

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## REQUEST

1. That the Parks and Open Spaces Advisory Committee consider the priority level of the Bonnington-Coventry Trail Corridor site survey, design, funding and construction in the 5-year Community Parks work plan for Area E and that the work plan be updated accordingly.

## BACKGROUND

At the February 7<sup>th</sup>, 2018 Nanoose Bay Parks and Open Spaces Advisory Committee (POSAC) meeting, the Committee received a delegation requesting that a walking trail be developed within the undeveloped park corridor between Bonnington Drive and Coventry Place. An existing trail across adjacent private land had recently become unavailable to area residents due to development of the adjacent residential lots.

The park land corridor (Attachment 1) is comprised of two lots; one is dedicated park and the other (Lot 3 District Lot 78 Nanoose District Plan VIP80855) is privately owned but designated for park use through a covenant over the property, along with two other similar corridors (Lot 1 and Lot 2) that abut Bonnington Drive. The narrow corridor (3 metres in width) includes steep terrain and would require stairs to provide a suitable recreational walking corridor.

This high-level review of the corridor was initiated per the March 27, 2018 Board motion below, and is meant to provide sufficient background information so that the Committee can consider if and when to include the project within the Community Parks work plan. The 5-year Community Parks project work plan will next be updated in 2019.

*It was moved and seconded that staff provide a preliminary 'high level' report on the costs and process involved with tree removal and stair construction in the park land corridor between Bonnington Drive and Coventry Place.*

Staff visited the site in May, 2018 and noted existing storm water and sewer utilities within the corridor. In addition, existing hydro, telephone and cable conduits are located within the Bonnington road allowance, with an in-ground kiosk located directly in line with the corridor. As confirmed with RDN Utilities staff, the infrastructure is managed by both the RDN and the Ministry of Transportation and Infrastructure (MoTI). RDN staff have requested a one metre

setback from manholes and that no structure be located over existing conduits. MoTI staff indicated no objection to the *conceptual* idea of stair/trail development, provided that Ministry infrastructure is not compromised, including the ability to maintain the infrastructure. Design drawings are to be submitted to the Ministry for review to confirm.

In July, Park staff met on site with a contractor to assess the feasibility of constructing in the corridor. In addition to the location of the utilities, which could impact placement of stair landings, several other constraints were noted (see Attachment 2 for images).

Site limitations include:

- **Slope stability** – neighbours on both sides of the corridor have used large boulders to retain the bank at the Bonnington Drive end of the corridor. The grade change is approximately 2m (to be confirmed by a topographical survey of the corridor). Regenerating vegetation is currently holding the soil from sloughing down the bank. A geotechnical review is recommended to assess soil stability and the need for bank retention. Concrete lock-blocks placed in a u-shape 2-3 blocks high or cast-in place concrete walls could be considered in combination with the stair design. Furthermore, adjacent rock retaining walls midway down the corridor should also be assessed and monitored to ensure no risk of undermining if site work is pursued.

*Anticipated cost for geotechnical review and monitoring:* \$1,500

*Anticipated cost for site survey:* \$1,500

*Anticipated cost for wall and stair design:* \$2,500

- **Bedrock and fill material** – bedrock observed centrally in the corridor will likely impact stair placement and chipping (with a jack hammer) is anticipated. Fill material (soil) placed on this part of the corridor as a result of the adjacent developments made it difficult to view the extent of the bedrock. The fill would require removal prior to construction. A small run of box-steps may be needed, which would be confirmed following site survey.
- **Trees** – to continue a trail through the corridor at the east (Coventry) end, 2 small trees will require removal from a group of regenerating conifer trees. The landowner to the north has indicated preference for the trees to remain, while the landowner to the south would like them removed. From a parks-perspective retaining the trees would provide recreational and environmental value to the trail. Given the existing sewer infrastructure in this location, RDN utilities may request the trees be removed. Further consideration and assessment may be required to determine whether the trees must be removed or whether they can be managed over the long-term.
- **Construction access** – machine access to the full 80m length of the narrow corridor for site preparation and construction work will be extremely difficult once the adjacent properties to the south are complete. Permission for access across the neighbouring properties could be requested at this time as once fences and landscaping are installed this will likely not be an option. The project is expected to be labour intensive.
- **Utilities** – construction of stair landings could be limited by the location of these services (to be confirmed following site survey and preliminary design).

### Stair Design Considerations:

Both timber and concrete stairs were considered for the site. Originally the focus was on wooden stairs that would blend with the natural Nanoose Bay character and would be of similar style to those in nearby Ainsley Place Community Park. However, due to the site constraints described above, an option for concrete retaining walls with stairs cast-in-place are expected to respond better to the slope constraints and result in fewer maintenance needs. Two staircases would be required: one at the west (Bonnington) end and one centrally in the corridor.

*Anticipated cost for stair construction, including bank retention: \$25,000 each.*

*Anticipated cost for general site preparation and trail completion: \$5,000-10,000*

### Understanding the Need

The former trail over private land was used enough that once it became unavailable, the delegation came forward to request this project. Conversations with a neighbour provided some information on numbers of people who formerly used the trail over private land. An average of 15-20 entries/day was estimated, with each entry having 1 to 5 people. A trail counter could be placed to further assess current use; however, the site is not currently suitable for recreational access given the narrow and steep conditions. Other trails in the neighbourhood could possibly be used instead to gauge neighbourhood walking frequencies. Staff recommend pursuing the project as it will contribute to walkability in the neighbourhood and will complete a recreational connection that was envisioned at the time of subdivision. The timing for the project must be considered in relation to the other projects in the Nanoose Bay Community Parks work plan.

### NEXT STEPS

The 5-year project plan for Area E Community Parks currently locates this project in year 2021 due to other project priorities in 2019 and 2020 (see Page 4). If there is interest from the Committee in initiating this project sooner than 2021, other projects such as investigating a racquetball court at Jack Bagley Community Park and the beach access signage plan would need to be moved to a later date. Following input from the Committee, the work plan will be updated accordingly. Staff workload and funding availability are factors that are considered in developing the 5-year work plan.

### FINANCIAL IMPLICATIONS

An estimated \$5,500 in professional fees and \$60,000 - \$65,000 in construction cost has been summarized. Actual costs would be subject to quotes and detailed design work. In addition, staff time will be required to coordinate and oversee construction. The Area E Community Parks budget contains \$115,356 in capital reserves, which could be used to fund this project, possibly in combination with Community Works Funds.

Other priority projects listed in the Community Parks work plan, along with estimated costs are:

<b>High Priority Projects (2019-2020)</b>		<b>Estimated Cost</b>
<b>Community Works Funds</b>		
2019	Natural Playground detailed design and approvals (MoTI, RDN)	\$10,000
2019/ 2020	Natural Playground development	\$35,000
<b>Area E Community Parks Funds</b>		
2019	Jack Bagley CP: consultation and assessment for racquetball sport court	\$20,000
2019	Beach Access signage assessment and plan	staff time
2019	Beach Access signage MoTI permits and installation	\$500 - \$1,000
2019	Park signs pilot project - design and install (Es-hw Sme~nts CP selected)	\$5,000
2020	Nanoose Road CP: evaluation of land ownership options	staff time
2020	Nanoose Road CP: options for use and consultation	\$5,000
2020	Jack Bagley CP: racquetball sport court detailed site design	\$8,000
<b>2019-2020 Estimated Costs Total:</b>		<b>\$84,000</b>
<b>Community Works Funds Estimated Costs:</b>		<b>\$45,000</b>
<b>Area E Capital Reserves Estimated Costs:</b>		<b>\$39,000</b>

With approximately \$39,000 of the \$115,356 Area E capital reserves allocated to other projects over 2019-2020, approximately \$76,000 would remain and could be considered for the Bonnington-Coventry Trail project.

An increased operational cost for occasional trail brushing and infrequent repairs to the stairs is expected to be in the order of \$500 annually and would be completed by staff at a time commitment of approximately 12 hours/year. If concrete steps are installed, over an expected 40-year life span, \$1,500/year should be allocated for future replacement.

  
 \_\_\_\_\_  
 Kelsey Cramer  
 kcramer@rdn.bc.ca  
 September 14, 2018

Reviewed by:

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



Attachments

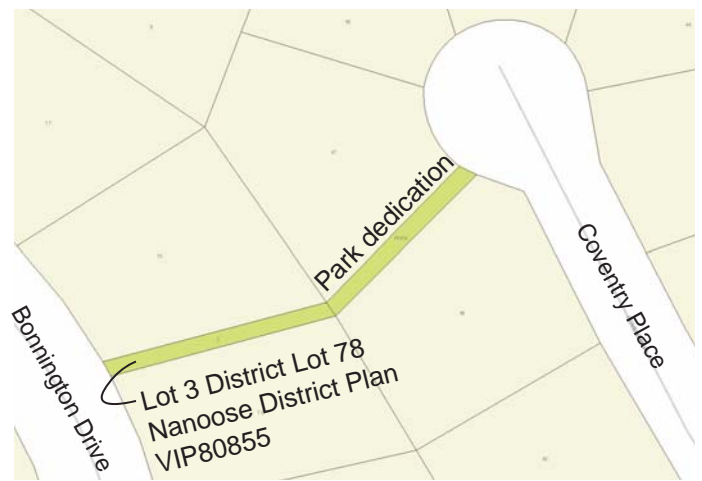
1. Context map
2. Images of the Bonnington-Coventry corridor

# Context Map

Bonnington-Coventry park land corridor in relation to other walking trails and park land corridors in the neighbourhood.



- - - - - sanctioned RDN trail
- - - - - unsanctioned trail
- RDN Community Park land



## Images of the Bonnington-Coventry corridor



Image 1 (left):  
Hydro, Tel, Cable infrastructure  
at top (Bonnington Dr.) end of  
park land corridor.

Image 2 (below):  
Approximate 2m grade change  
(existing vegetation) that would  
require bank retention and stairs.  
Adjacent bank retention by  
neighbours visible.





Image 3 (above): Facing west (towards Bonnington Dr.) RDN sewer infrastructure visible. Bedrock and grade change visible behind yellow pipe. Stair work in this area would require monitoring next to existing boulder retaining wall.

Image 4 (below): Facing east (towards Coventry Pl.) MOTI stormwater manhole visible. Stair landing placement would need to be setback from infrastructure.





Image 5 (above): Small group of regenerating evergreen trees. One or two small diameter trees would require removal to open up walkway. Compatibility with underground infrastructure to be confirmed.

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

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

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

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## 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.

#### **Boultbee 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.



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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**

<b>PARK PROJECTS AND REQUESTS</b>								
<b>Service Area</b>	<b>Origin</b>	<b>Project #</b>	<b>Park</b>	<b>Description</b>	<b>Start Date</b>	<b>Completion</b>	<b>Progress</b>	<b>Comment</b>
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access consultation and design	2017	2018 Q3	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**

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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**

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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**

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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.

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Summer 2018**

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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  
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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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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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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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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.

**Parks Work Plan  
Summer 2018**

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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.

**Parks Work Plan  
Summer 2018**

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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.

**Parks Work Plan  
Summer 2018**

<b>PARK PROJECTS AND REQUESTS</b>								
<b>Service Area</b>	<b>Origin</b>	<b>Project #</b>	<b>Park</b>	<b>Description</b>	<b>Start Date</b>	<b>Completion</b>	<b>Progress</b>	<b>Comment</b>
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.

**Parks Work Plan  
Summer 2018**

<b>PARK PROJECTS AND REQUESTS</b>								
<b>Service Area</b>	<b>Origin</b>	<b>Project #</b>	<b>Park</b>	<b>Description</b>	<b>Start Date</b>	<b>Completion</b>	<b>Progress</b>	<b>Comment</b>
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.

**Parks Work Plan  
Summer 2018**

<b>PARK PROJECTS AND REQUESTS</b>								
<b>Service Area</b>	<b>Origin</b>	<b>Project #</b>	<b>Park</b>	<b>Description</b>	<b>Start Date</b>	<b>Completion</b>	<b>Progress</b>	<b>Comment</b>
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.



**Parks Work Plan  
Summer 2018**

<b>PARK PROJECTS AND REQUESTS</b>								
<b>Service Area</b>	<b>Origin</b>	<b>Project #</b>	<b>Park</b>	<b>Description</b>	<b>Start Date</b>	<b>Completion</b>	<b>Progress</b>	<b>Comment</b>
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.

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**TO:** Electoral Area E Parks and Open Spaces Advisory Committee      **MEETING:** October 3, 2018

**FROM:** Kelsey Cramer  
Parks Planner

**SUBJECT:** 5-year Project Plan – Electoral Area E

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### RECOMMENDATION

1. That the 5-year Project Plan: 2019-2023 for Community Parks in Electoral Area E be received as information.

### BACKGROUND

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

A draft 5-year Project Plan: 2019-2023 was presented to the Parks and Open Space Committee at their regular meeting held June 13, 2018 and suggested changes, including moving the park sign pilot project to 2019 from 2020, moving the Bonnington-Coventry Community Trail planning to 2020 from 2021, and identifying Ted's Road Beach Access as the priority beach access for improvement in 2020, were considered. Due to the work load of the Parks Division, not all of these suggestions could be scheduled as proposed by the Committee.

### NEXT STEPS

The attached 5-year Project Plan: 2019-2023 has been updated based on the Parks Division work load, funding availability, and input from the Committee. The document will guide Community Park projects in 2019 and will be reviewed and updated again with the Parks and Open Space Committee in the summer of 2019.

### FINANCIAL IMPLICATIONS

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

The available funding sources for Community Parks are the Area E Community Parks Budget and the Area E 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 E is:

EA E Reserve Fund	\$94,784
EA E The Cash-in-Lieu Reserve Fund	\$85,364
Area E 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 E POSAC.



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Kelsey Cramer  
kcramer@rdn.bc.ca  
August 13, 2018

Reviewed by:

- W. Marshall, A/ General Manager, Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer

Attachments

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

# RDN Electoral Area E Community Parks

## 5-Year Project Planning: 2019-2023

### PLANNING WORKSHEET

updated as per review at the June 13, 2018 POSAC meeting

Reserve Fund: \$94,784

Cash-in-Lieu Reserve Fund: \$85,364

Typical Parks Annual Development Budget: \$20,000

(As of May, 2018)

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

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

		Estimated Cost	Budget Notes	Origin
<b>Current Year Projects (2018)</b>				
2018	Natural Playground Planning and Consultation (Stone Lake Drive CP under review)	\$5,000	staff time; survey and consultant fees; CP Operational Budget 2018	POSAC delegation
2018	Area E Beach Access Study (road ends): investigate potential BAs to develop or sign	staff time	POSAC sub-committee to review	POSAC
<b>High Priority Projects (2019-2020)</b>				
2019	Natural Playground detailed design and approvals (MOTI, RDN)	\$10,000	CW Funds 2019; staff time; consultant	
<sup>2019/2020</sup>	Natural Playground development	\$35,000	CW Funds 2019; staff time; consultant and construction fees	
2019	Jack Bagley CP: consultation and assessment for racquetball sport court	\$20,000	consultant fees: consultation and conceptual layout options	POSAC delegation
2019	Beach Access signage assessment and plan	staff time		Beach Access Study
2019	Beach Access signage MOTI permits and installation	\$500 - \$1,000	staff time; CP Operational Budget 2019	
2019	Park signs pilot project - design and install (Es-hw Sme~nts CP selected)	\$5,000	staff time; graphic artist, photographer; CP Operational Budget 2019	EASC, POSAC
2020	Nanoose Road CP: evaluation of land ownership options	staff time	Crown lease renewal in 2020; explore option to acquire	
2020	Nanoose Road CP: options for use and consultation	\$5,000	staff time; CP Operational Budget 2020 for survey and studies	POSAC
2020	Jack Bagley CP: racquetball sport court detailed site design	\$8,000	consultant fees; CP Operational Budget 2020	
<b>Medium Priority Projects (2021-2022)</b>				
2021	Jack Bagley CP: racquetball sport court development	\$50,000	order of magnitude cost estimate; cost to be determined through planning/design process	
2021	Bonnington-Coventry Community Trail planning	\$10,000	staff time; survey, geotech, stair design	POSAC delegation
2021	Bonnington-Coventry Community Trail development	\$65,000	contractor fees (site prep, stairs and trail work)	
2021	Teds Road Beach Access: site planning and consultation for stairs to beach	\$15,000	survey, studies, stair design: CP Operational Budget 2021	Beach Access Study
2022	Teds Road Beach Access: site development	\$30,000	stair and trail tender and construction	Beach Access Study
2022	Rowland Place CP: site planning and consultation (picnic area, FN interpretation, etc.)	\$15,000	survey, studies, graphic design: CP Operational Budget 2022	CPTS
2022	Beach Access trail planning (location(s) TBD as per Beach Access Study)	\$5,000	survey, studies: CP Operational Budget 2022	Beach Access Study
<b>Low Priority Projects (2023-)</b>				
2023	Rowland Place CP: site development	\$45,000	order of magnitude cost estimate; cost to be determined through planning/design process	
2023	Beach Access Trail development	\$15,000	(priority as determined in 2022)	
	Trail from Northwest Bay Rd to Schirra Drive along undeveloped Nanoose Rd ROW			

	Davenham Community Trail planning			CPTS
	Brickyard CP: parking and toilet considerations		<i>moved to low priority as per POSAC motion</i>	POSAC motion

Additional Project Suggestions				
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	Investigate parkland expansion in Beachcomber area			CPTS
	Prepare park plan for Rowland, Northwest Bay/Stone Lake, Collins Crescent			CPTS
	Prepare park plan for Davenham Rd to Sea Ridge CP			CPTS
	Regional Trail plan between Moorecroft and Fairwinds			CPTS
	Upgrade Wall Estate CP trailhead and trails			CPTS
	Install directional signs at Dolphin Lake and CP			CPTS
	Roadside Trails: investigate trail development adjacent to major Nanoose Rds			CPTS

Completed Projects		Cost		
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2015	Claudet Road CP	\$97,342	CW Funds	
2017	Blueback CP	\$153,932	budget: \$105,000 from Area E reserves; \$50,000 from Community Works funding	
2017	Es-hw Sme~nts CP	\$38,970	CW Funds; CP Operational Budget	