

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

Wednesday, February 20, 2019

1:00 P.M.

Cedar Heritage Centre

This meeting will be recorded

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. INTRODUCTION AND ORIENTATION
4. ELECTION OF DEPUTY CHAIR
5. ADOPTION OF MINUTES
 - 5.1 Electoral Area 'A' Parks, Recreation and Culture Commission Meeting - September 19, 2018 3

That the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 19, 2018 be adopted.
6. GRANT SUB-COMMITTEE (3 members)
7. DELEGATIONS
8. CORRESPONDENCE
9. UNFINISHED BUSINESS
10. REPORTS
 - 10.1 Parks Update Report - July-September 2018 5

That the Parks Update Report - July - September 2018 be received as information.

10.2 Parks Update Report – October-December 2018 20

That the Parks Update Report – October-December 2018 be received as information.

11. BUSINESS ARISING FROM DELEGATIONS

12. NEW BUSINESS

12.1 BC Recreation & Parks Association Symposium - May 1-3 2019

13. COMMISSIONER ROUNDTABLE

14. ADJOURNMENT

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

**Wednesday, September 19, 2018
6:30 P.M.
Cedar Heritage Centre**

In Attendance:	Director A. McPherson	Chair
	Commissioner L. Bury	Member at Large
	Commissioner J. Fiddick	Member at Large
	Commissioner G. Gidden	Member at Large
	Commissioner L. Mann	Member at Large
	Commissioner A. Thornton	Member at Large
	Commissioner B. White	Member at Large
	Commissioner K. Wilson	Member at Large
Regrets:	Commissioner M. Cawthorne	Member at Large
Also in Attendance:	H. King	Superintendent, Recreation Program Services
	K. Cramer	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 presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area A Parks, Recreation and Culture Commission Meeting - June 20, 2018

It was moved and seconded that the minutes of the Electoral Area A Parks, Recreation and Culture Commission meeting held June 20, 2018, be adopted.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

5-year Parks Project Plan – Electoral Area A

Commission members discussed the costs and priorities in the 5-year Parks Project Plan.

REPORTS

Parks Update Report – Summer 2018

K. Cramer gave a summary of the projects in Area A and took questions from the Commission members.

It was moved and seconded that the parks update for Summer 2018 be received as information.

CARRIED UNANIMOUSLY

NEW BUSINESS

EA A PRCC Committee Expiring Terms (Gidden, White, Wilson, Thornton)

A reminder was given to those with expiring Commission terms and applications were handed out.

COMMISSION ROUNDTABLE

Commissioners provided community updates to the Committee and thanked Director McPherson for his service as Electoral Area A Director.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:15

CHAIR

TO: B POSAC, EW/PV POSAC, E POSAC, F POSAC,
G POSAC, H POSAC, EA A Parks, Recreation and
Culture Commission, D69 Recreation Commission,
Regional Parks and Trails Select Committee

MEETING: January 28, 2019

FROM: Wendy Marshall
Manager of Parks Services

SUBJECT: Parks Update Report. – July - September 2018

RECOMMENDATION

That the Parks Update Report - July - September 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.

BACKGROUND

A summary of key projects undertaken between July and September is provided below. The attached spreadsheet provides details on park projects.

Planning and Capital Projects – Key Highlights

707 Parkland Additions

The Gabriola Island Local Trust Committee has approved Bylaws 289 and 290, amending the Gabriola Official Community Plan and Land Use Bylaw and allow the transfer of 136 hectares of parkland adjacent to the 707 Community Park to the Regional District of Nanaimo (RDN) in exchange for the creation of up to 25 lots on the properties between Cox Community Park and the Village Core. The new parkland is located between 707 Community Park and Coats Marsh Regional Park. With this transfer, 707 Community Park on Gabriola Island will increase from 707 acres to 1,043 acres, providing increased ecological protection to Coats Marsh and important trail connections for the island. Until the 707 Community Park Management Plan is updated, the new parkland will be managed as an extension of the current park management plan. In the short term, the RDN has set aside funding to provide basic park amenities such as signage and park access gates.

Mount Benson Parking Facilities RP-S4-1.20

The design of the new parking lot and trail head for Mount Benson Regional Park is nearing completion and the project is expected to go to tender in November 2018. Construction would begin in the late-winter/early-spring 2019, with the goal of having the site open for summer 2019.

Huxley Park Projects RP-S4-1.2

The design consultant continues to work on developing construction drawings and costing for the Gabriola Skatepark to be completed in 2018. A development Variance Permit application will be submitted to the Islands Trust this fall requesting a relaxation on side-yard setbacks for the skatepark. Staff continue to provide support to the *Keep on Pushin'* community fundraising campaign to raise \$72,000 towards the construction of the facility

Big Qualicum River to ACRD Regional Trail RP-S4-1.12

The Victoria Land Titles Deputy Registrar recommends creation of a right of way plan to dedicate the 1911 Gazetted Horne Lake and Alberni Road, with the Ministry of Transportation and Infrastructure (MoTI) and Island Timberlands signing off. Once established, the titled road corridor will be available for the regional trail. MoTI supports the proposal and discussions will be held with Island Timberlands to resolve final issues surrounding road location and pave the way for survey work to create and register a plan of dedication. A request for qualifications will be issued to identify potential design-builders of the trail. Planning meetings will continue with ACRD as well additional meeting with the First Nation communities within the ACRD and the RDN areas will be arranged to review and confirm the trail's location.

Coombs to Parksville Rail Trail

Work has been completed this past October to repair the section of trail flooded in January 2018. The repairs include raising the trail and installation of additional piping and a manhole. The repair area involved fish bearing Morningside Creek requiring Ministry of Forests, Lands and Natural Resource Operations Section 11 approval before works could begin. Island Corridor Foundation approval was also obtained for trail redesign intended to mitigate the risk of future inundation. Concerns about upstream land development and related surface drainage as well as MoTI maintenance of Hwy 4A culvert and ditch around Morningside Creek have been relayed to the Ministry and to RDN Bylaw Services for action.

Village Way Path

Revised preliminary plans have been submitted to MoTI for review. If MoTI accepts the proposed solution to road drainage, detailed plans will be completed and costed, information meetings will be arranged with landowners fronting the North Road path, and a public open house will be scheduled to bring the community up to date.

Benson Creek Falls Facilities RP-S2-3.7

A report recommending that the project proceed with detailed design of a recreational truss bridge across Benson Creek and improved access to Ammonite Falls by way of a stairs and trail combination was reviewed by the Regional Parks and Trails Select Committee in October. The recommendation has been forwarded to the RDN Board for approval. Detailed design would occur in 2019 with construction to follow as early as 2020.

Meadowood Way Community Park – Community Centre Development RP-S3-1.7

The Detailed Design and Costing have been completed by Herold Engineering Ltd. and presented to the Electoral Area Director and the Corcan Meadowood Residents Association (CMRA). An Operation Agreement is underway for the CMRA to run the facility once constructed. A board report is to follow.

Blue Water Community Park Restoration

Two rounds of vegetation management have been completed (spring and fall 2018). Goats were used to clear the park of invasive plants. The trees have been planted, funded by a BC Hydro grant, and revegetation seed mix has been provided in targeted areas in the park. Further vegetation management and restoration efforts are planned for 2019.

Driftwood Beach Access Development RP-S4-1.1

Installation of a culvert is complete and stair construction is underway to improve access and provide a safe descent to the beach. The project is permitted through the MoTI. Construction will be completed this fall.

Little Qualicum Hall Renovation RP-S2-3.6

Initial renovation plans were completed in-house and have been presented to representatives of the neighborhood association. Herold Engineering Ltd. is currently working on the detailed design and will be acting as the Coordinating Registered Professional of Record for this project. Permit application is expected this fall with construction to commence early in 2019.

Dunsmuir Community Park Development RP-S4-1.7

Dunsmuir Phase 1 construction is underway and is expected to be completed in December.

Registry and Mapping

GIS has created web map acquisition layers for parks, trails and water accesses in Areas C, E and F, and individual acquisition maps for Areas C and E, paving the way for the creation of property registration forms as completed for Areas A and B. Area E Planning Map has been created, which will reflect a recent Fairwinds development addition to that Area's portfolio. Various RDN permitted water accesses that had never been GPSed are now captured in the web map; missing MoTI water access permits have been obtained. The Parks and Trails Finder was updated and edited.

Operations – Key Highlights

Service Software RP-R2-4.6

New service software is now in use for Parks Operations staff. The program schedules inspections, provides digital input screens for use in the field, creates follow up tasks for maintenance issues found during inspections and provides documentation of inspections. Staff can create work orders for any task including requests from residents. These requests will now be documented and follow up actions recorded. The software also creates reports summarizing the number of inspections, resident calls and site visits that were completed during a given time frame.

General Service Calls

- 508 documented inspections were completed over 147 sites, resulting in 48 work-order items for follow-up actions or repairs.
- Sixty resident requests were received including: Tree complaints, vegetation management requests, dumping and garbage complaints, animal related complaints, graffiti, vandalism, and signage requests.
- Operations staff routinely provide support to the delivery of many ongoing projects and improvements throughout the park system in addition to their regular maintenance tasks.

Parks Programming

Nine programs, both new and returning, were offered in parks this fall. Two sessions of the Amazing Race, a Hiking Information Session (free for Active Aging Week), Wesley Ridge Hike, Geology Tour of Nanoose Bay (including stops at Beachcomber Regional Park and Blueback Community Park), and Salmon Tour (at Big Qualicum River Regional Trail) all had or will have enough registration to run. Paddling Adventures at Horne Lake and the Mt. Horne Hike were cancelled due to low registration and a Stand Up Paddleboard program was cancelled due to weather.

Park Use Permits

Area A – A (non-exclusive) permit was granted to Cedar Elementary School (SD 68) to use Addison Way Community Park for an outdoor learning space. In addition, a permit was granted to Cedar Elementary and First Neck Point Scout group to do volunteer cleanup (removal of garbage and some debris) from Addison Way Community Park to prepare for use by the school.

Area B – Gabriola Softball Association was granted a permit to run a softball tournament September 22-23, 2018.

Area C – No permits this quarter.

Area E – A permit was granted for a wedding (<50 people) at Beachcomber Regional Park September 15. Nanoose Bay Elementary School (SD69) was granted permits to visit Moorecroft Regional Park as an outdoor learning space, and for use of Nanoose Road Community Park for their Mountain Bike Club to access trails. VIU Education Program was granted a permit to bring student teachers to Moorecroft Regional Park to teach sustainability and outdoor education.

Area F - Corcan Residents Association was granted a permit for their 8th Annual Halloween event, including fireworks, at Meadowood Community Park.

Area G - No permits this quarter.

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
December 3, 2018

Reviewed by:

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

Attachments:

1. Parks Work Plan – Fall 2018

**Parks Work Plan
Fall 2018**

PARK PROJECTS AND REQUESTS - 2018								
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	Construction underway to be completed this fall.
A	17-153	2018-025	Cedar Plaza	Review Possible Alternatives to allow water	2017	2018 Q2	Underway	Application into NCID waiting for approval.
A	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	Completed	Harvesting Assessment complete, 2018 planned work complete.
A		2018-024	Kipp Road	Geotechnical options for site remediation	2018	2018 Q2	Underway	Remediation technical plan complete and cost estimate complete. Funding requested to carry out work in 2019
A	17-516	2018-023	Skatepark	Review options for a viewing platform	2018	2019Q3	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 , road and drainage repairs underway.
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.
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	Completed	Staff working with Galtt on trail layout and marking. Completed
B		2018-029	Huxley	Electrical Upgrades Assessment	2018	2018 Q3	Underway	Consultant hired. To be completed by end of Nov.
B			Huxley	Grant applications for Skate Park	2019		Not Started	Any grant opportunities will be examined.

**Parks Work Plan
Fall 2018**

PARK PROJECTS AND REQUESTS - 2018								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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	Pickle ball line painting	2018	2018 Q4	On Hold	On hold due to contractor availability/weather in 2019. To be completed summer 2019.
B	16-346	2016-007	McCollum Road Cash in Lieu	Work with Developer for processing the Cash in Lieu	2016	TBD	Underway	Waiting to received payment from 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	Upgrades complete.
B-CWrks	18-180	2018-030	Huxley	Skateboard and park entrance Construction drawings/costing/geotec/survey	2018	2018 Q2	Underway	Consultant hired. To be completed by end of Dec. Geotech underway.
B-CWrks	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2018	2018 Q3	Suspended	Unfavourable Geotech Report. Replacement will not proceed.
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	On hold	On hold 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	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	ALC, MOTI approvals	2018	2019-Q2	Underway	Application to ALC submitted. Awaiting response.
C EW/PV			Anders Dorrit	Detailed Design	2019	2019 Q3	Not started	To follow permits and approvals.
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	Now planned for 2019.
C Ext			Extension Miners	Install Trail to river	2019		Not started	Planned for 2019.
C Ext		2018-034	Trails Initiative	Horse Access on Crown	2018	2018	Underway	Coordinating with Backcountry Horsemen of BC rep.

**Parks Work Plan
Fall 2018**

PARK PROJECTS AND REQUESTS - 2018								
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	Completed	Report presented at fall POSAC.
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			Claudet	Master Plan	2020		Not started	Added to five year plan as per POSAC request.
E		2018-039	Es-hw Sme~nts	Interpretive signs -design and install	2018	2018	Completed	Completed.
E	18-087	2018-083	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.
			Water Accesses	Inventory by POSAC Sub-Committee	2017	2018 Q4	Underway	Spreadsheet completed. Staff to support report compilation.
E			Water Accesses	Priority from Study (sign some existing access points)	2019	2019 Q4	Not started	Planned for 2019.
E			Water Accesses	Priority from Study (survey, design, install)	2020		Not started	Planned for 2020.
F	17-310	2018-009	ACT Trails	Surface David Lundine trail	2018	2018 Q2	Underway	Trail construction underway. Will be completed by the end of October.
F		2018-040	ACT Trails	Palmer Road East Trail Construction	2018	2018 Q4	Underway	Topo survey underway.
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	Final Concept Master Plan underway. Survey, Geotech rev, and costing complete.
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.

**Parks Work Plan
Fall 2018**

PARK PROJECTS AND REQUESTS - 2018								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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 complete. Hall operator agreement drafting underway to be followed by a Board report.
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	Completed	Vegetation management and planting complete for 2018.
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.
G-Wrks	18-295	2018-084	Little Qualicum Hall	Undertake safety and accessibility upgrades	2018	2019 Q3	Underway	Concept plan complete and approved. Plans are with engineering consultant for permit drawings.
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.

**Parks Work Plan
Fall 2018**

PARK PROJECTS AND REQUESTS - 2018								
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. Follow up meeting taken place and changes underway.
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	Underway	Artwork for sign is under review.
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	Construction underway to be completed by end of November.
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.
Other - Comm	18-357,		Park Signage	Install new signs in pilot parks in each EA			Underway	First sign designs underway
REG	Staff	2017-019	Ammonite Falls Trail	Bridge Replace	2017	2019 Q3	Underway	Environmental Assessment complete. Design estimates underway, construction in 2019 pending funding.
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	Completed	Handrail installed, trail surfacing and box stairs complete.
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.

**Parks Work Plan
Fall 2018**

PARK PROJECTS AND REQUESTS - 2018								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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	Mgmt. 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 house installed. House removal by end of year.
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	Underway	Geotech Consultant to site, awaiting on assessment proposal.
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	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	Ongoing	Consultation underway when required.

**Parks Work Plan
Fall 2018**

PARK PROJECTS AND REQUESTS - 2018								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Mgmt. Plan	2018-021	Moorecroft	Picnic shelter design/tender	2020		Not started	Planned for 2020.
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 former house site underway.
REG			Moorecroft	Interpretive Signage (design & install)	2021		Not started	Planned for 2021.
REG			Moorecroft	Kiosk	2020		Not started	Planned for 2020.
REG	Mgmt. Plan	2017-041	Moorecroft	Two vault Toilets & storage (design, locate, install)	2017	2018 Q3	Underway	Archeologist review of site complete, vaults installed, waiting for building installation.
REG	16-666, 17-510	2018-054	Mount Benson	Parking design and construction	2018	2019	Underway	House removal complete. MOTI permit received. Tender in fall 2018.
REG			Mount Benson	Trail Improvements - Condition and Evaluation of High Use Routes	2019		Not started	Planned of 2019.
REG			Olympic Torch Trail and Thames Crk Bridge	Planning	2020		Not started	Some reviews done for seniors housing project.
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 for landowner and Island Timberlands awaiting Board approval. Detailed planning of parking lot completed. 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 depends on the City of Parksville.
REG			Top Bridge	Connection to Rail Trail - Design	2019		Not started	Planned for 2019.

**Parks Work Plan
Fall 2018**

PARK PROJECTS AND REQUESTS - 2018								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG			Top Bridge	Connection Construction	2020		Not started	Planned for 2020.
REG	Posac	2018-017	Wildwood/LHRT	Kiosk development and installation - split with H	2018	2018	Underway	Artwork for sign is under review.
REG	18-176	2017-070	Witchcraft Lake Regional Trail	Volunteer Trail Building Agreement	2017	2018 Q1	Completed	Agreement approved 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, fire ban delayed start.
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.
REG CAP		2018-050	Benson Creek Falls	Detailed design and costing stairs and bridge	2018	2018 Q4	Not started	Planned for late 2018. Awaiting resolution from Board to proceed.
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	Completed	Concept plans and public consultation completed. Report went to October RPTSC, forwarded to Board.
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 end of October.
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.
REG CAP	17-386	2017-068	Little Qualicum	Bridge Design	2018	2019	Underway	Survey and geotech review underway. Detail Design and Costing to be complete by November.

**Parks Work Plan
Fall 2018**

PARK PROJECTS AND REQUESTS - 2018								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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	Staff working with Province on 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 July, 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	Completed	Guides available in hardcopy or online.
REG - Other	Operational		Operator agreements	Monitor			Ongoing	Ongoing
REG - Other	Other	2018-016	Park Zoning	With Planning Department	2019		Not started	Planned for 2019.
REG - Other	Operational		Partnerships	Meetings and on-going communication with partners			Ongoing	Ongoing
REG - Other	Operational	2017-042	RPT Plan	Develop RFP. Work with consultant on plan development	2018	2019 Q4	Not started	RFP to be prepared during fall for Board report in the spring of 2019.
REG - Other	16-654, 16-678, 17-019, 18-030	2016-020	Salish Sea Marine Trail	Agreement with BC Marine Trail Association & signage	2016	2018 Q3	Completed	Signage received from 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 for 2019 underway.
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.

**Parks Work Plan
Fall 2018**

PARK PROJECTS AND REQUESTS - 2018								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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 to confirm if exist and ensure decommissioned if necessary. Provide Province with 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.
Other	Operational		Portfolio Records & Mapping	Acquisition registry, park records, mapping, statistics			On Going	Areas A and B Property Registry Forms and Planning Maps completed and distributed. Area C maps nearing completion; property data collection and 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 Q3	Not started	Planned for fall/ winter
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.

TO: B POSAC, EW/PV POSAC, E POSAC, F POSAC, G POSAC, H POSAC, EA A Parks, Recreation and Culture Commission, D69 Recreation Commission, Regional Parks and Trails Select Committee **MEETING:** February 4, 2019

FROM: Wendy Marshall
Manager of Parks Services

SUBJECT: Parks Update Report – October-December 2018

RECOMMENDATION

That the Parks Update Report – October-December 2018 be received as information.

SUMMARY

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

BACKGROUND

A summary of key projects undertaken between October and December is provided below. The attached spreadsheet provides details on parks projects.

Planning and Capital Projects – Key Highlights

Mount Benson Parking Facilities RP-S4-1.20

The new parking lot for Mount Benson Regional Park was tendered in late 2018 and awarded at the January 22, 2019 Regional Board Meeting. Construction is scheduled to begin early spring with project completion this summer.

Huxley Park Projects RP-S4-1.2

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 by summer 2019.

Phase 2 and 3 Construction Drawings

The design consultant continues to work on completing Phase 2 Construction drawings to 100% completion and Phase 3 Construction drawings to 50% completion. Cost estimates will be provided. A Geotechnical Engineer has provided an evaluation of the site, the results of which are being incorporated into the design drawings. A Development Variance Permit for the skatepark has been submitted to the Islands Trust.

Grant Applications

The Regional District of Nanaimo is submitting two grant applications under the Federal/Provincial Investing in Canada Infrastructure Program: the Community, Cultural and Recreation (CCR) Grant to complete Huxley Park Phase 2 which includes a new skatepark, parking lot, park entrance, perimeter fencing; and the Rural and Northern Communities (RNC) Grant, to complete Huxley Park Phase 2 and 3 which includes both the construction of the skatepark, parking lot and fencing, as well as the replacement of the tennis courts and sports court bleachers.

Trail from Horne Lake and Heritage Designation RP-S4-1.12

The Deputy Registrar, Land Titles Victoria, recommends creating a right of way plan for the 1911 Gazetted Horne Lake Road in order to provide certainty as to road location for all parties. The RDN will obtain full boundary identification as opposed to just a centre-line traverse, and surrounding landowner Island Timberlands will gain future subdivision options. The Ministry of Transportation and Infrastructure (MoTI) supports pursuit of this ROW plan. Consultation with Island Timberlands will proceed in early 2019, with a view to achieving a marked ROW and rough footpath on the ground in the fall of 2019.

Staff will meet with Alberni-Clayoquot Regional District staff in early 2019 to develop a framework for engagement with First Nations having interest in heritage designation of the traditional cross-Island passage.

TCT Trail Parking and Trail Realignment RP-S4-1.21

Land access licences were concluded with Island Timberlands and a private landowner for parking area and new access trail to the Haslam Creek Bridge. Phase I parking area and trail signage installation was completed in December 2018. This phase was supported by a \$30,000 grant from BC's Rural Dividends Program. The final phase, including horse trailer parking arrangements worked out in partnership with the mid-Island Back Country Horsemen of BC, will be completed in early 2020.

Anders & Dorrit's Community Park Design RP-S4-1.5

An application for non-farm use to the Agricultural Land Commission was made as the property is in the ALR and will involve the construction of a small (9-stall) gravel parking lot. The Agricultural Advisory Committee attended a site visit and discussed the project. At their December 7th meeting, it was moved that no comment be provided to the ALC on the project. Once a response from the ALC is received, next steps for the project can be refined.

Errington Community Park – Master Planning Process RP-S4-1.6

The Concept Master Plan for Errington Community Park and Order of Magnitude Cost Estimate was completed in December 2018. The year-long process involved community engagement, preliminary concept designs, phasing considerations, and preliminary costing. A staff report regarding proceeding to Detailed Design and Class B Costing is being prepared for Board review.

Moorecroft Washroom Construction and Cabin Removal PR-S4-1.10

A new double-vault toilet building has been completed at Moorecroft Regional Park and the portable toilets have been removed from the Park's entrance area. Ms. Moore's cabin site has been restored with native vegetation and a bench was constructed on site from the chimney and

wooden beams that were salvaged during the cabin's removal. Park staff have been in communication with Nanoose Bay Elementary School about the creation of painted tiles that can be placed on the site to represent Ms. Moore or other aspects of the Park's history or ecology. The tiles and an interpretive sign are planned for 2019.

Little Qualicum River – Crossing Design RP-S4-1.11

Detailed Design and Class B Costing for the Little Qualicum River Regional Park Bridge Replacement project were completed in December 2018. The consultant completed Tender-ready drawings as part of their submission and provided costing for a 2020 construction timeline. A report regarding proceeding to tender in 2020 is being prepared for the Regional Parks and Trails Select Committee in February 2019.

Jack Bagley Park – Court Placement PR-S4-1.16

A site survey was completed in late 2018 and planning for the possible integration of a racquetball court on the property will begin in 2019. The project will involve user-group and stakeholder consultation and preliminary conceptual design to establish what elements to include and where they could be located. It is expected that detailed design of a preferred option would follow.

Village Way Path

Preliminary revised engineered drawings involving simple asphalt curb and drainage system have been accepted by MoTI. The preliminary design is currently being costed by the retained engineering firm. It is anticipated that approval drawings will be submitted to MoTI in early 2019. Preparation of tender ready documents would follow successful project review, confirmation of development budget, and confirmation of permit approval approach by MoTI.

Benson Creek Falls Facilities RP-S2-3.7

Upon final Board approval, a grant application will be submitted under the Federal/Provincial Investing in Canada Infrastructure Program: the Community, Cultural and Recreation (CCR) Grant for the bridge over Benson Creek, the descent to Ammonite Falls and a parking lot on Weigles Road. A grant application will also be submitted to the Island Coastal Economic Trust's Economic Infrastructure and Innovation Program.

Meadowood Way Community Park – Community Centre Development RP-S3-1.7

The Meadowood Community Centre Class B cost estimate for a prefabricated metal building that would serve as a community recreation centre in the Meadowood Community Park on Galvin Road has been received and reviewed. Activities are now focused on achieving a third party operating agreement that needs to be in place prior to advancing the project to tender.

Driftwood Beach Access Development RP-S4-1.1

Trail improvements, including a new aluminum staircase, have been completed at the Driftwood Road Beach access under permit with the MoTI. The stairs now provide a safe descent to the beach. Native vegetation has been planted on site to restore and decommission the steep eroded access that was historically used.

Little Qualicum Hall Renovation RP-S2-3.6

Consultants have completed the drawing package for the Little Qualicum Hall renovation and the building permit process is underway. RDN Parks will continue with Project Management for the demolition of the existing kitchen and washrooms and the construction of the new addition. The start of construction for the new kitchen and washroom addition is slated for 2019.

Dunsmuir Community Park Development RP-S4-1.7

Substantial Completion has been issued for the construction of Dunsmuir Community Park, Phase 1. Further fine grading and drainage works and plantings are planned to be completed in the spring of 2019.

Registry and Mapping

Parks and GIS staff continue to improve park property fields and detail shown in the RDN Web Map, notably accurate and uniform property size data. Draft acquisition maps for Area C and E were produced. Improved coordination between Planning, Parks and GIS is underway regarding 'statutory right of way for park use' acquisitions created through the development process.

Operational – Key Highlights

General Service Calls

The wind storm on December 20, 2018 resulted in the closure of several community and regional parks due to fallen trees. Some areas received extensive damage including parks on Mount Benson (Mount Benson Regional Park and Benson Creek Falls Regional Park), Area F parks (Malcolm and Harris Road Community Parks) and the Arrowsmith CPR Regional Trail (ACPRRT). Staff spent the last days of December visiting sites and assessing the damage. In January, staff will prioritize the work and begin clearing the parks. It is expected that it will take most of January to deal with the storm damage. The ACPRRT, due to the remoteness of the site, will take longer.

Park Inspection and Service Software RP-R2-4.6

In 2018 staff carried out and documented 866 inspection elements, through 296 visits, at 215 park properties including trails and water accesses; and are working towards full compliance with the Park Inspection policy. An enhanced focus on park inspections is proactively identifying potential problems and helping identify conditions for future budget consideration or other improvements in a timely manner.

Parks Programming

Programs in our parks were successful in the last part of the year, with none being cancelled. A Geology Tour ran out of Nanoose Bay, touring through Beachcomber Regional Park and Blueback Community Park in October and was full, with nine registrants. The Amazing Race at Horne Lake Regional Park had four teams and allowed more than 15 people to complete challenges throughout the park. We will continue to improve this program with feedback from participants. The clear weather also allowed us to offer a hike up Mount Horne in October, which ran with five registrants, instructor and volunteer assistant. In November, the Secrets of Salmon Nature Tour guided registrants through parts of Big Qualicum River Regional Trail and the Big Qualicum Fish Hatchery.

Park Use Permits

Area A – Initial work started with the BC Cetacean Sighting Network to develop site specific Whale Trail signage for posting at the Nelson Road Community Boat Launch. The sign will show what can be sighted from there and encourage folks to report all cetacean sightings.

Area B – No permits this quarter.

Area C – No permits this quarter.

Area E – No permits this quarter.

Area F - Permit given to Corcan Meadowood Resident's Association for their 8th annual Halloween Event, taking place partly in Meadowood Community Park and including fireworks.

Area G - Parks Use Permit denied to Mount Arrowsmith Biosphere Region Research Institute for a geocache at Top Bridge Regional Trail. It was deemed that the park and trail is already very well used, and has multiple geocaches already in place.

Area H - No permits this quarter.

FINANCIAL IMPLICATIONS

The projects outlined in this report have funds identified in the 2019 Budget. Electoral Area projects are funded through the associated 2019 Community Parks Budget and in some cases are supplemented by Community Works Funds or grant funding. Regional Parks projects are funded through the 2019 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
January 28, 2019

Reviewed by:

T. Osborne, General Manager, Recreation and Parks

P. Carlyle, Chief Administrative Officer

Attachments

1. Parks Work Plan – Fall 2018

**Parks Work Plan
Fall 2018**

PARKS PROJECTS AND REQUESTS - 2018								
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	Completed	Construction underway to be completed this fall.
A	17-153	2018-025	Cedar Plaza	Review Possible Alternatives to allow water	2017	2018 Q2	Underway	Application into NCID waiting for approval.
A	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	Completed	Harvesting Assessment complete, 2018 planned work complete.
A		2018-024	Kipp Road	Geotechnical options for site remediation	2018	2018 Q2	Underway	Remediation technical plan complete and cost estimate complete. Funding requested to carry out work in 2019
A	17-516	2018-023	Skatepark	Review options for a viewing platform	2018	2019Q3	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	Completed	Fire Department Access Improved, road and drainage repairs underway.
B		2018-028	707	New Property - add amenities	2018		Underway	Will start once property added to the RDN system.
B			707	Management Plan Update	2020		Not Started	Planned for 2020.
B			707	New Property development	2023		Not Started	Planned for 2023.
B		2018-031	Cox	New Property - add safety amenities	2018		Not started	Will start once property added to the RDN system.
B			Cox	Master plan	2021		Not started	Planned for 2021.
B			Cox	Property Development	2022		Not started	Planned for 2022.

**Parks Work Plan
Fall 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
B	18-179		Cox	Work with Galtt on trails	2018	2018 Q3	Completed	Staff working with Galtt on trail layout and marking.
B		2018-029	Huxley	Electrical Upgrades Assessment	2018	2018 Q3	Completed	Conceptual Plan complete.
B			Huxley	Grant applications for Skate Park	2019		Underway	Grant applications in process.
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	Pickle ball line painting	2018	2018 Q4	On Hold	On hold due to contractor availability/weather in 2019. To be completed summer 2019.
B	16-346	2016-007	McCollum Road Cash in Lieu	Work with Developer for processing the Cash in Lieu	2016	TBD	Underway	Waiting for payment from 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	Upgrades complete.
B-CWrks	18-180	2018-030	Huxley	Skateboard and park entrance Construction drawings/costing/geotec/survey	2018	2018 Q2	Underway	Consultant hired. To be completed in 2019. Geotech completed.
B-CWrks	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2018	2018 Q3	Suspended	Unfavourable Geotech Report. Replacement will not proceed.
B-CWrks	Board	2015-001	Village Pathway	Design/MOTI approval	2015		Underway	Met w MOTI 18May; identified possible approach. Project engineer revising plans as discussed with MOTI.
B-CWrks		2017-011	Village Way Path	Construction	2019	2020	On hold	On hold 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	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.

Parks Work Plan Fall 2018

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
C EW/PV			Anders Dorrit	ALC, MOTI approvals	2018	2019-Q2	Underway	Application to ALC submitted. Awaiting response.
C EW/PV			Anders Dorrit	Detailed Design	2019	2019 Q3	Not started	To follow permits and approvals.
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	Now planned for 2019.
C Ext			Extension Miners	Install Trail to river	2019		Not started	Planned for 2019.
C Ext		2018-034	Trails Initiative	Horse Access on Crown	2018	2018	Underway	Coordinating with Backcountry Horsemen of BC rep.
E	18-084	2018-055	Bonnington Drive/Coventry Place	High level report on cost and process for stairs and trail construction	2018	2018 Q3	Completed	Report presented at fall POSAC. In work plan for 2021.
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			Claudet	Master Plan	2023		Not started	Added to five year plan as per POSAC request.
E		2018-039	Es-hw Sme~nts	Interpretive signs -design and install	2018	2018	Completed	Completed.
E	18-087	2018-083	Jack Bagley	Court placement and design	2019		Underway	Survey completed 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	2019Q2	Underway	Survey and Focus Group completed. Design and public consultation in 2019.
			Water Accesses	Inventory by POSAC Sub-Committee	2017	2018 Q4	Completed	Inventory completed. Project report to Feb 2019 POSAC.
E			Water Accesses	Priority from Study (sign some existing access points)	2019	2019 Q4	Not started	Planned for 2019.

**Parks Work Plan
Fall 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
E			Water Accesses	Priority from Study (survey, design, install) (Ted's Road)	2021		Not started	Planned for 2021.
F	17-310	2018-009	ACT Trails	Surface David Lundine trail	2018	2018 Q2	Completed	Trail construction underway. Will be completed by the end of October.
F		2018-040	ACT Trails	Palmer Road East Trail Construction	2018	2018 Q4	Underway	Topo survey underway.
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	Completed	Final Concept Master Plan underway. Survey, Geotech rev, and costing complete.
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-CWrks	18-196	2018-041	Meadowood	Community Hall Construction	2018		Underway	Schematic design and Class B estimate complete. Hall operator agreement drafting underway to be followed by a Board report.
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	Completed	Vegetation management and planting complete for 2018.
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.

**Parks Work Plan
Fall 2018**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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.
G-Wrks	18-295	2018-084	Little Qualicum Hall	Undertake safety and accessibility upgrades	2018	2019 Q3	Underway	Concept plan complete and approved. Plans are with engineering consultant for permit drawings.
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.
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 and follow up meeting taken place. Agreement from Lions expected by February.
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	Underway	Artwork for sign is under review.
H	18-143	2018-080	Wildwood	Pilot Park for new signs	2018	2018 Q4	Underway	Planned for fall/winter in conjunction with kiosk design.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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	Substantial completion issued. Final completion spring 2019.
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	Redesign Park regulation and info signs	2016	2018 Q3	Completed	Board and committees have reviewed and pilot parks selected.
Other - Comm	18-357,		Park Signage	Install new signs in pilot parks in each EA			Underway	First sign designs underway
REG	Staff	2017-019	Ammonite Falls Trail	Bridge Replace	2017	2019 Q3	Underway	Environmental Assessment complete. Design estimates underway, construction in 2019 pending funding.
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	Completed	Handrail installed, trail surfacing and box stairs complete.
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			Benson Creek Falls	Grant applications for bridge, stairs and parking	2019		Underway	Grant applications in process.
REG	Mgmt. Plan	2018-019	Benson Creek Falls	Kiosk	2020	2020	Not started	Planned for 2020.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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 house installed. House removal by end of Jan.
REG	Staff	2018-018	Descanso	Tree removal	2018	2018 Q2	Completed	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	Completed	Geotech Consultant to site, assessment underway, to be completed by year-end
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	Underway	Parks to arrange mtg w ACRD staff in New Year n discuss approach.
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 implementation underway. Supplier delays. To be completed in 2019.
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	Ongoing	Consultation underway when required.
REG	Mgmt. Plan	2018-021	Moorecroft	Picnic shelter design/tender	2020		Not started	Planned for 2020.
REG			Moorecroft	Parking Lot Design & Improvements	2021		Not started	Planned for 2021.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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	Completed	Cabin removed and site restoration complete. NBES to paint tiles for site in 2019.
REG			Moorecroft	Interpretive Signage (design & install)	2021		Not started	Planned for 2021.
REG			Moorecroft	Kiosk	2020		Not started	Planned for 2020.
REG	Mgmt. Plan	2017-041	Moorecroft	Two vault Toilets & storage (design, locate, install)	2017	2018 Q3	Completed	Archeologist review of site complete, vaults installed, building complete.
REG	16-666, 17-510	2018-054	Mount Benson	Parking design and construction	2018	2019Q3	Underway	House removal complete. MOTI permit received. Tender complete, report to Board for approval in Jan. 2019
REG			Mount Benson	Trail Improvements - Condition and Evaluation of High Use Routes	2019		Not started	Planned of 2019.
REG			Olympic Torch Trail and Thames Crk	Planning	2020		Not started	Some reviews done for seniors housing project.
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	Completed	Draft license for landowner and Island Timberlands awaiting Board approval. Detailed planning of parking lot completed. 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.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Other	2019-004	Top Bridge	Reroute trail and parking lot in City of Parksville	2021		Not started	Timing 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	Underway	Artwork for sign is under review.
REG	18-176	2017-070	Witchcraft Lake Reg. Trail	Volunteer Trail Building Agreement	2017	2018 Q1	Completed	Agreement approved and executed by Board.
REG	18-176	2018-047	Witchcraft Lake Reg. Trail	Volunteer Trail Building	2018	2018 Q3	Underway	Agreement complete, logistical planning and material assembly underway, fire ban delayed start.
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.
REG CAP		2018-050	Benson Creek Falls	Detailed design and costing stairs and bridge	2018	2019Q3	Not started	Planned for 2019.
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	Completed	Concept plans and public consultation completed. Report went to October RPTSC, forwarded to Board.
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.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG CAP		2018-062	E&N -- Coombs to Parksville Rail Trail	Trail Repair - Clean up, Design and rebuild		2018 Q3	Completed	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 end of October.
REG CAP		2017-022	E&N -- Coombs to Parksville Rail Trail	Finish Construction Details	2018		Completed	First review of as-built plans completed. Final plans await completion of flooding repairs.
REG CAP	17-386	2017-068	Little Qualicum	Bridge Design	2018	2019	Completed	Survey and geotech review underway. Detail Design and Costing to be complete by November.
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	Staff working with Province on 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 July, with development conditions and July 2021 deadline for completion. RFP development underway.
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	Completed	Guides available in hardcopy or online.
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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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 from 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.
Other	Operational	2018-051	2019 Budget and Work plan	Create and forward for approvals	2018	2019 Q1	Completed	Budgeting for 2019 underway.
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		Underway	Contractor hired to take on project; parks n bylaw briefing mtgs held Nov-Dec.
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 to confirm if exist and ensure decommissioned if necessary. Provide Province with updated well data.
Other		2018-060	Parks Programming	Programming for all seasons	2018		Completed	Spring & Summer Programming Winter 2018, Fall Programming completed June/July 2018.
Other		2018-052	Policies	Update	2018		Not started	Planned for fall 2018.
Other	Operational		Portfolio Records & Mapping	Acquisition registry, park records, mapping, statistics			On Going	Areas A and B Property Registry Forms and Planning Maps completed and distributed. Area C maps nearing completion; property data collection and naming advanced for Areas E, F and G.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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 Q3	Not started	Planned for fall/ winter
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		Completed	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 spring 2019.
Other	Operational	2017-043	Worksafe BC	Update program	2017	2018 Q4	Underway	Work will continue throughout 2018.