

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

Wednesday, June 12, 2019

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 - February 6, 2019 2

That the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held February 6, 2019, be adopted.
4. DELEGATIONS
5. CORRESPONDENCE
6. UNFINISHED BUSINESS
7. REPORTS
  - 7.1 Parks Update Report – January to March 2019 5

That the Parks Update Report – January to March 2019 be received as information.
  - 7.2 5-year Project Plan - Electoral Area E Spring 2019 14

That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area E be approved.
8. BUSINESS ARISING FROM DELEGATIONS
9. NEW BUSINESS
10. ADJOURNMENT

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

**Wednesday, February 6, 2019  
1:00 P.M.  
Nanoose Place**

In Attendance:	Director B. Rogers	Chair
	M. Caskey	Member at Large
	D. Mitchell	Member at Large
	V. Swan	Member at Large
	H. Dahn	Member at Large
	J. Ringwald	Member at Large
	L. Krofta	D69 Recreation Commission

Also in Attendance:	K. Cramer	RDN Parks Planner
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#### **CALL TO ORDER**

The Chair called the meeting to order, welcomed the public and acknowledged the Coast Salish Nations on whose traditional grounds the meeting took place.

#### **APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY

#### **INTRODUCTIONS AND ORIENTATION**

Two new POSAC committee members, Heinz Dahn and Joseph Ringwald were welcomed and given a brief orientation to the role of the Parks and Open Space Advisory Committee.

#### **ELECTION OF SECRETARY**

V. Swan agreed to take on the duties of Secretary for 2019.

#### **ADOPTION OF MINUTES**

##### **Nanoose Bay Parks and Open Space Advisory Committee Meeting - October 3, 2018**

It was moved and seconded that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held October 3, 2018, be adopted.

CARRIED UNANIMOUSLY

## **REPORTS**

### **Parks Update Report - July-September 2018**

It was moved and seconded that the Parks Update Report - July - September 2018 be received as information.

CARRIED UNANIMOUSLY

### **Parks Update Report – October-December 2018**

Staff provided an update on Area E park projects:

A request for consultant services will be issued for stakeholder consultations and preliminary site planning at Jack Bagley Community Park.

Nanoose Bay Elementary School children have been invited to create painted tiles that reflect Moorecroft Regional Park's history and ecology, for installation at the park.

The Stone Lake Drive Community Park Natural Play Space Project focus group was productive. Two park concepts are being developed and will be presented at a Community Open House.

Beach access signs will be considered at some sites identified in the Beach Access Inventory.

It was moved and seconded that the Parks Update Report – October-December 2018 be received as information.

CARRIED UNANIMOUSLY

### **Area E – Parks and Open Spaces Advisory Committee Beach Access Inventory**

It was moved and seconded that the 2017 Area E Beach Access Inventory be considered in the annual review of the 5-year Community Parks work plan for Nanoose Bay.

CARRIED UNANIMOUSLY

### **D69 Recreation Commission Update - L. Krofta**

L. Krofta provided a verbal report.

Youth and community grants have been reviewed and successful applicants have been determined. An update on the status of the Rec. Services Master Plan was provided.

Director Rogers informed the Committee that funding for an indoor and outdoor sport and recreation complex reserve fund was removed from the 2019 annual budget per recent Board motion.

## **NEW BUSINESS**

### **Proposed Bare Land Strata Subdivision, Lot A, District Lots 7, 11 and 78, Nanoose District, Plan EPP81840**

Committee members discussed the site and park land dedication opportunities following the site visit held January 31, 2019. Walking pathways within the subdivision plan were discussed and encouraged for the benefit of strata residents.

It was moved and seconded that a proposal for cash-in-lieu be provided by the applicant.

CARRIED UNANIMOUSLY

### **Park Use Permits**

J. Ringwald brought forward discussion on issuance of Park Use Permits in certain parks (e.g. weddings at Beachcomber Regional Park) noting concern around impacts on park neighbours.

It was moved and seconded that Park Use Permits be reviewed with respect to impact on nearby residents and permit holders retaining security patrols.

CARRIED UNANIMOUSLY

### **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:10pm

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CHAIR

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

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

**SUBJECT:** Parks Update Report – January to March 2019

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## **RECOMMENDATION**

That the Parks Update Report – January to March 2019 be received as information.

## **SUMMARY**

Parks staff continue to work on projects identified in the 2019 Parks Work Plan and the RDN Operational Plan.

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

#### ***Regional Parks and Trails***

##### **Mount Benson Parking Facilities RP-S4-1.20**

Parking lot construction is underway with good progress made to date. Site clearing and blasting work are complete, common excavation work, fill placement and storm drainage works are ongoing. Rock blasted from the site will be re-purposed in the design for slope armouring, land-scape features and further processed to become suitable fill material. Variable subgrade conditions were expected and clearing the site did expose areas of unsuitable subgrade soils. Removal and replacement with suitable materials was necessary and a project contingency is in place for such an occurrence. Substantial project completion is anticipated for the end of June 2019.

##### **Benson Creek Falls Facilities RP-S2-3.7**

A grant application was submitted to the Economic Infrastructure and Innovation Program for the parking lot, bridge and decent to the falls. The Stage 1 submission was approved for funding up to \$103,125. However, the project now has to be approved under Stage 2 which requires more detailed information. The deadline for the Stage 2 application is September 30<sup>th</sup>.

##### **TCT Trail Parking and Trail Realignment RP-S4-1.21**

Curb stops were added to parking stalls in Phase I Timberlands Rd parking lot. Work continues with BC Hydro on obtaining approval for erection of map sign at the Phase I parking lot. Design of the Phase II parking lot (includes horse trailer parking) and Fortis BC gas line drainage channel crossing will be concluded in the spring and in time for 2020 budget planning. Note: the Trans Canada Trail is now known as The Great Trail (TGT), and work will take place in 2019 on the replacement of all signs along approximately 22 km of TGT.

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

Staff are awaiting Island Timberlands' response to a meeting request to initiate work on dedication of the 1911 Gazetted Horne Lake Road. Recent amalgamation of Island Timberlands and TimberWest operating staff into Mosaic Forest Management has contributed to the delay.

Staff will meet in the spring with Alberni-Clayoquot Regional District staff to explore an approach to engagement with the range of First Nations having potential interest in heritage designation of a traditional First Nations passage across Vancouver Island via Horne Lake.

### ***Community Parks and Trails***

#### **EA B - Huxley Community Park Projects RP-S4-1.2**

##### Sports Court

The line painting contract has been issued. User groups have been contacted for review of proposed line layout and colours. Work is anticipated to occur the last week of April, weather permitting. The court will be closed for approximately 5 days. User groups will be notified of the temporary closure and notices will be posted at the park and on the RDN website.

##### Phase 2 and 3 Construction Drawings

Final construction drawings have been received and are with staff for review, pending approvals from the Islands Trust for a Development Variance Permit.

#### **EA B - Village Way Path**

MoTI has confirmed it will support the RDN's revised approach to path design. Final drawings and updated costing will be produced once project budget is refreshed. Work is beginning on an operating plan to establish how the path will be funded, regulated, maintained and replaced. The operating plan is to form part of a MoTI licence to develop the path. It is forecast that a report will be forwarded to the Board in the fall of 2019 concerning acceptance of a MoTI licence, funding of path construction and advancing to tender phase.

#### **EA EW/PV - Anders & Dorrit's Community Park Design RP-S4-1.5**

Additional information was provided to support the Non-Farm Use Permit application for parking lot construction previously submitted to ALC. No decision has been made by ALC at this time.

#### **EA E - Jack Bagley Community Park – Court Placement PR-S4-1.16**

The Request for Statement of Qualifications (RFSQ) closed on March 11, 2019. A preferred proponent has been recommended and a fee proposal and scope of work is currently being formalized. It is anticipated that the successful proponent will start the work for the Redevelopment Planning project by the end of April.

#### **EA F - Errington Community Park – Master Planning Process RP-S4-1.6**

The Request for Statement of Qualifications (RFSQ) was issued on March 1, 2019 and closed March 15, 2019. Proponent evaluations are underway. The preferred proponent will be recommended by mid-April 2019; fee proposal and scope of work will be formalized by end of April 2019. Detailed design and costing to be complete by end of August 2019.

#### **EA G - Little Qualicum Hall Renovation RP-S2-3.6**

The Building Permit for upgrades to the hall was issued on March 19th and preparations for construction are underway.

## **EA H - Dunsmuir Community Park Development RP-S4-1.7**

Construction deficiencies will be completed this spring including planting and fine grading.

### ***General Updates***

#### **Registry and Mapping**

Shape files for all community park acquisitions have been completed with work continuing on the creation of Regional Park and trail shape files. Community Park planning maps have been completed for all electoral areas and are being distributed to POSACs over the course of winter-spring 2019. The park acquisition registry system is now serving development of the RDN's asset management system.

### ***Operations – Key Highlights***

#### **General Service Calls**

Staff was heavily involved with clean-up of areas impacted by last December's windstorm. Clean-up of some areas extended into March due to weather conditions. Work on the Arrowsmith CPR Trail is still required due to earlier snow conditions.

Resident request calls and emails resulted in 10 work orders relating to hazard tree issues that required staff investigation, assessment, and in some cases removal of trees.

#### **Park Inspection and Service Software RP-R2-4.6**

Inspections were conducted at 147 park properties during the period of this report. Faults discovered during an inspection are often rectified at the time if minor or moved into the work order system if additional follow-up or other resources are necessary. Inspections help to identify items for future budget considerations and monitoring the condition of park assets.

### ***Parks Programming***

Trail Running program slated for February 24 was rescheduled to April 7 due to snowy and icy trail conditions.

Programming for Spring and Summer 2019 completed, with the Active Living Guide featuring three pages of parks information and Outdoor Recreation programs.

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

Area A – No permits issued for this quarter.

Area B – No permits issued for this quarter.

Area C – No permits issued for this quarter.

Area E – No permits issued for this quarter.

Area F – DFO was issued a permit to do road and side channel (Clay Young Channel) maintenance on March 21, 2019. Mid Vancouver Island Habitat Enhancement Society was issued a permit to do a tour of the Clay Young Channel on March 25, in conjunction with the Brant Festival.

Area G – BC Conservation Foundation was issued a permit to do an educational tour of Little Qualicum Estuary Regional Conservation Area in conjunction with the Brant Festival.

Area H - No permits issued for 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.



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Wendy Marshall  
wmarshall@rdn.bc.ca  
April 16, 2019

Reviewed by:

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

Attachments

1. Parks Work Plan – January to March 2019



**Parks Work Plan  
Jan-Mar 2019**

**PARKS PROJECTS AND REQUESTS - 2019**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comments
A	17-153	2018-025	Cedar Plaza	NCID application for connection and install irrigation	2017	2019 Q3	Underway	Waiting on North Cedar Improvement District.
A	18-144	2018-026	Glynneath	Trees - removal/replant. Keep park in natural state.	2018	2019 Q4	Underway	Grant money received. Planting to take place in fall.
A		2018-024	Kipp Road	Geotechnical options for site remediation	2018	2019 Q4	Not started	Planned for summer.
B	16-348, 18-008	2017-006	707	New Signs as per plan	2018	2017 Q4	Underway	Working with GaLTT to install new posts. Signage plan underway.
B		2018-031	Cox	New Property - add safety amenities	2018	2018 Q3	Not started	Will proceed once Cox additions are transferred to the RDN.
B		2019-007	Decourcy	Stair replacement	2019	2019 Q4	Not started	Planned for summer.
B		2018-029	Huxley	Electrical Upgrades Assessment	2018	2019 Q3	Not Started	To proceed if successful with grant funding.
B	19-021, 19-020	2019-008	Huxley	Grant applications for Skate Park	2019		Completed	Grant applications submitted. Decision expected fall 2019.
B		2019-009	Dodds Narrows	Park Master Plan	2019	2019 Q4	Not Started	Planned for fall.
B-CWrks	18-180	2018-030	Huxley	Phase II construction drawings	2018	2019 Q2	Underway	Awaiting final staff review once Development Variance Permit decision has been received from the Island Trust, end of May.
B-CWrks	18-182	2018-076	Huxley	Sport Court Line Painting	2018	2019 Q2	Underway	Anticipated completion by mid-May, weather permitting.
B	18-471	2017-009	Joyce Lockwood Stairs	Removal of old and trail upgrade	2018	2019 Q3	Underway	Stairs removed - Trail improvements to follow.
B-CWrks	18-310	2015-001	Village Way Path	Complete drawings and agreement	2014	2019 Q3	Underway	Meeting held with MOTI on changes. Work will proceed on agreement in April.
B-CWrks		2017-011	Village Way Path	Construction	2019	2020	Not Started	Planned for 2020.
C EW/PV		2019-010	Anders Dorrit	Detailed Design and ALC approval	2019	2019 Q4	Underway	Awaiting Non-Farm User permit from ALC for parking lot.
C Ext		2018-035	Extension Miners	Coal artifact display, trail to river design	2018	2019	Not started	Planned for fall.
C Ext			Extension Miners	Install Trail to river	2020		Not started	Planned for 2020.
C Ext		2018-034	Trails Initiative	Horse Access on Crown	2018	2019	Not started	Project on hold due to change in priorities with the Back Country Horsemen.
E	16-197	2016-009	Claudet	Utilities lot transfer	2016	TBD	On Hold	On hold.
E-Cwks	18-087, 19-060	2019-012	Jack Bagley	Court placement and design	2019	2019	Underway	RFSQ has closed and a consultant hired. Scope of work is now being defined.
E-Cwks	17-155, 17-409, 19-060	2018-036	Nanoose Road Community Park	Dog Park	2018	2019 Q2	Underway	Pricing and ordering of components is underway.

**Parks Work Plan  
Jan-Mar 2019**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comments
E-Cwks	17-517, 18-086, 18-470, 19-060	2018-074	Stone Lake Drive	Design, open house and install	2018	2019	Underway	Layout plan is being developed and costing is being completed.
F		2018-040	ACT Trails	Palmer Road East Trail Construction	2018	2018	On Hold	Survey of corridor is complete but remainder of project is on hold.
F			ACT Trails	Bellevue Trail 1 - Grafton/Bellevue	2020		Not started	Not planned until 2020.
F			ACT Trails	Bellevue Trail 2 - Koperick link	2020		Not started	Not planned until 2020.
F		2019-013	Errington	Phase I detail design	2019	2019	Underway	RFSQ has closed and consultant evaluations are in progress.
F	Staff	2018-007	Errington	Operator Agreement	2018	2020	On hold	On hold until completion of infrastructure report.
F		2019-014	Errington	Infrastructure review and report	2019	2019 Q4	Underway	Meeting held with Utilities and the operator of the infrastructure at the parks. Further reviews to take place.
F	18-196	2018-041	Meadowood	Community Hall Construction	2018		Underway	Discussions taking place with the neighbourhood group on the operation of the hall.
G		2018-056	Blue Water	Clearing and restoration.	2017	2020	Underway	Spring 2019 restoration efforts to be determined in April 2019.
G	18-185	2018-078	Maple Lane	Develop plan and add to five year plan	2018	2018	Not started	To start in late Spring.
G	Posac	2018-010	River's Edge	Playground concept design	2019	2019	Underway	Topographic survey is complete for the site. Concept Master Plan desing is underway with costing to follow.
G-Cwks	18-295	2019-027	Little Qualicum Hall	Safety and Accessibililty Upgrades	2018	2019 Q3	Underway	Building Permit Issued - work to commence in May.
H		2018-042	Beach Accesses	Signage and Improvements	2018	2019 Q3	Underway	Planning complete, awaiting installation.
H		2019-015	Dunsmuir	Phase II Planning	2019	2019 Q4	Not started	Planned for fall 2019.
H	18-148, 18-147	2018-012	Dunsmuir	Phase I Construction	2018	2019 Q2	Underway	Planting and final grading and drainage to occur this spring.
H		2016-013	Lions Park	Operators Agreement	2016	2019 Q3	Underway	Waiting for final feedback from the Lions Club.
H	Posac		Oakdowne	Licence on other crown parcels surrounding the park	2020		Not started	Planned for 2020.
H		2019-016	Sunny Beach	Improvements	2019	2019 Q4	Not started	Planned for fall 2019.
H		2018-017	Wildwood/LHRT	Kiosk	2018	2019	Underway	Site work and kiosk install is complete. Graphic design of signage is in final review stage.
Other-Comm	Board and POSAC		New signs for pilot parks	New sign development and install	2018	2020	Underway	Graphic design of signage continues.

**Parks Work Plan  
Jan-Mar 2019**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comments
Other - Comm	Other		Bike Network Plan	Develop plans	2021		Not started	Planned for 2021.
REG	Staff	2017-019	Ammonite Falls Trail	Bridge Replace	2017	2019 Q3	Underway	Replacement planning underway.
REG		2019-017	ACPR Trail	McBey Bridge Repairs	2019	2019 Q3	Not started	Planned for late summer.
REG		2019-018	Parksville - Qual Links	Barclay Bridge - asphalt extension	2019	2019 Q3	Not Started	Planned for late summer.
REG	16-668	2017-049	Benson Creek Falls	Parking - monitor and communicate with residents	2017		Ongoing	Ongoing.
REG		2019-028	Benson Creek Falls	Weigles entrance parking lot design; includes woodlot trail to URA trail	2019	2019 Q3	Underway	Contract award for construction dwgs in progress.
REG			Benson Creek Falls	Weigles entrance parking Lot Construction	2020		Not started	Planned for 2020.
REG		2018-043	BigQ/ACRD Regional Trail	Detailed planning	2018	2020	Underway	Island Timberlands briefed on 1911 Road designation plan. RFQ for design-build of north shore route to be issued before end of Q3.
REG		2020-003	BigQ-ACRD Regional Trail	Construction	2020	2020	Not started	Planned for 2020.
REG		2018-048	Coats Marsh	Cabin Removal	2018	2019 Q1	Completed	Cabin removed.
REG		2019-032	Englishman River	RDN-DFO agreement	2019	2019 Q4	Underway	As of Q2, DFO available to work on revisiting agreement first drafted in 2008.
REG		2019-031	TCT Timberlands Parking Lot	Phase II parking lot and access trail	2019	2020 Q4	Underway	Engineered design to obtained in time for 2020 budgeting.
REG	Operational	2019-019	Horne Lake	Repairs to caretakers house	2019	2019 Q3	Not started	Planned for summer.
REG	Staff	2018-018	Descanso	Tree removal	2018	2019 Q2	Completed	Completed.
REG		2019-020	Englishman River	Hatchery Bridge	2019	2019 Q4	Not Started	Planned for fall.
REG	16-767	2017-024	First Nations Passage via Horne Lake	Heritage designation	2017	2020	Not Started	Planned for May.
REG		2017-021	La Selva Trail	Construction	2017		On hold	On hold due to property issue.
REG		2019-011	Nanaimo River	Accessible Toilet	2019	2019 Q3	Underway	Pricing underway.
REG			Moorecroft	Meadow Road Upgrade	2020	2019 Q2	Not started	Planned for 2020.
REG		2019-021	Moorecroft	Reroute Water Line	2019	2019 Q2	Underway	Civil and Survey plans underway.
REG CAP	16-666, 17-510, 19-029, 19-028, 19-027	2018-054	Mount Benson	Parking design and construction; includes new section of WLRT	2018	2019 Q2	Underway	BP Issued - Civil and Survey Plans underway.

**Parks Work Plan  
Jan-Mar 2019**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comments
REG			Mount Benson	Trail Improvements - Condition and Evaluation of High Use Routes	2020	2018 Q3	Not started	Planned for 2020.
REG		2019-023	TCT signage update	Complete sign review. Apply to TCT for free signage if available; otherwise purchase. Update all signage.	2019	2021	Underway	Sign review initiated with assistance of volunteer; to be completed with staff as available.
REG			Top Bridge	Connection to Rail Trail - Design	2021		Not started	Planned for 2021.
REG	Posac	2018-017	Wildwood/LHRT	Kiosk development and installation - split with H	2018	2019	Underway	Site work and kiosk install is complete. Graphic design of signage is in final review stage.
REG	18-176	2018-047	Witchcraft Lake Regional Trail	Volunteer Trail Building	2018	2018 Q3	Underway	Planning for upcoming work underway.
REG	18-493	2019-029	Witchcraft Lake Regional Trail	Monitor use of boardwalk and parking on Benson View	2019	2020	Not started	Staff will meet in May to create a plan to monitor.
REG CAP	18-496	2018-050	Benson Creek Falls	Bridge Design	2019	2019 Q3	Underway	Construction drawings in progress.
REG CAP			Benson Creek Falls	Bridge Construction	2020		Not Started	Planned for 2020.
REG CAP	18-497	2018-050	Benson Creek Falls	Stairs at falls detailed design	2019	2019 Q3	Underway	Construction drawings in progress.
REG CAP			Benson Creek Falls	Stairs at falls construction	2020		Not Started	Planned for 2020.
REG CAP	19-026, 19-025, 19-024, 19-023	2019-022	Benson Creek Falls	Grant applications	2019	2020 Q4	Underway	Stage 1 ICET Funding application successful. Stage 2 application deadline Sept 30, 2019.
REG CAP	17-386, 19-089, 19-088	2019-030	Little Qualicum	Bridge Detail Design	2019	2019	Completed	Board Resolutions to Tender in 2020 and include \$839,910 in the 2020 budget for construction.
REG CAP	17-386, 19-089, 19-088	2017-068	Little Qualicum	Bridge Construction	2020		Not started	Planned for 2020.
REG CAP	Board	2014-001	Morden Colliery	Lease upgrade - survey etc.	2014		Underway	April site meeting scheduled with Ministry staff tasked with file.
REG CAP	16-124,14-755,14-754	2017-047	Morden Colliery	RFQ for functional design	2017	2019 Q3	Underway	Input received from City of Nanaimo and Procurement Mgr. Target release before end of Q2.
REG CAP			Morden Colliery	Construction	2020	2020	Not started	Planned for 2020.
Other	Operational	2019-024	RPT Plan	Develop RFP. Work with consultant on plan development	2019	2020 Q3	Underway	ToR in progress.
Other	Operational	2019-025	2020 Budget and Work plan	Create and forward for approvals	2019	2020 Q3	Not started	Work will start in June.
Other	18-217	2018-082	Wicklow West land exchange	Work with developer on land exchange	2018	2019	Underway	Project with Current Planning for recommendation.

**Parks Work Plan  
Jan-Mar 2019**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comments
Other	Staff	2019-006	Bylaw 1399	Update existing bylaw	2019	2019 Q4	Underway	Work with consultant progressing well. April meeting scheduled with two campground operators to review all fees.
Other	Staff	2019-005	Donation Program	Create program	2019		Not started	Planned for fall.
Other	Operational	2018-060	Parks Programming	Programming for all seasons	2018		Underway	Winter 2019 programming complete. Spring and Summer 2019 programming expanded this year to include more programs within Regional Parks.
Other	Operational	2018-052	Policies	Update	2018		Not started	Work planned for May.
Other	Operational	2018-059	School Programming	Working with schools to encourage more interpretive programs	2018		Underway	Contact made with SD 69 regarding interpretive programming and parks in September 2018. No new uptake from schools. Possible problem is transportation to the parks.
Other	Operational	2018-058	Volunteers in Parks	Re-initiate program	2018		Not started	Working with volunteers on an individual basis. Will start in Fall 2019.
Other	19-090	2019-026	DCC Plan	Prepare a plan on DCCs	2019	2019 Q4	Underway	Work is underway and report being prepared for May Board.

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**TO:** Electoral Area 'E' Parks and Open Space Advisory Committee      **MEETING:** June 12, 2019

**FROM:** Elaine McCulloch      **FILE:**  
Parks Planner

**Subject:** 5-year Project Plan - Electoral Area E Spring 2019

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## **RECOMMENDATION**

That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area E be approved.

## **SUMMARY**

The 5-year Project Plan: 2020-2024 outlines the Community Parks projects identified for the Electoral Area. Projects are ranked by priority, high to low. Suggestions come from the Parks and Open Space Advisory Committee (POSAC), the Electoral Area Director, and applicable Plans. The project list is reviewed every year to ensure that new priorities are captured.

## **BACKGROUND**

The 5-year Project Plan: 2020-2024 outlines the Community Parks projects identified for the Electoral Area. Projects are ranked by priority, high to low. Suggestions come from the Parks and Open Space Advisory Committee (POSAC), the Electoral Area Director, and applicable Plans. The project list is reviewed every year to ensure that new priorities are captured.

## **ALTERNATIVES**

1. That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area E be approved.
2. That alternative direction be provided.

## **FINANCIAL IMPLICATIONS**

Electoral Area E Community Park projects planned for next year will be considered as part of the 2020 budget process. Project budget guidelines are provided on the attached 5-year Project Plan: 2020-2024 EA E along with the funding sources, if known and/or currently available.

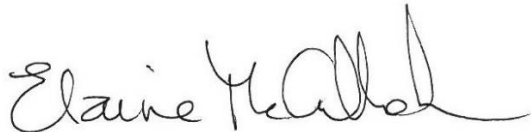
The available funding sources for Community Parks are the Area E Community Parks Budget and the Area E Reserve Fund. The Cash-in-Lieu Reserve Fund can only be used to purchase park land. Community Works Funds can also be used when available. Current budget availability for Electoral Area E is:

EA E Reserve Fund	\$166,730
EA E Cash-in-Lieu Reserve Fund	\$86,955

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.

## **STRATEGIC PLAN IMPLICATIONS**

Focus On Service And Organizational Excellence - We Recognize Community Mobility And Recreational Amenities As Core Services



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Elaine McCulloch  
emcculloch@rdn.bc.ca  
May 21, 2019

Reviewed by:

- W. Marshall, Manager, Parks Services
- T. Osborne, General Manager, Recreation and Parks
- G. Garbutt, Acting Chief Administrative Officer

Attachments

1. 5-year Project Plan EA E 2020-2024\_spring 2019

# RDN Electoral Area E Community Parks

## 5-Year Project Planning: 2020-2024

### PLANNING WORKSHEET

Reserve Fund: \$116,730

Cash-in -Lieu Reserve Fund: \$86,955

As of May 2019

for review at the June 12, 2019 POSAC meeting

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

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

		Approved Budget 2019	Funding Source	Origin
Current Year Projects (2019)				
2019	Natural Playground: public consultation, detailed design and approvals (MOTI, RDN)	\$50,000	CW Funds 2019; staff time; consultant	POSAC delegation
2019/2020	Stone Lake Dr CP: Natural Playground development		CW Funds 2019; staff time; consultant and construction fees	
2019	Jack Bagley CP: RFSQ for consultation and prelim. design of multi-sport site	staff time	staff time	POSAC delegation
2019	Jack Bagley CP: Contract for consultation, prelim. design & costing	\$30,000	CW Funds 2019; consultant fees; staff time	POSAC delegation
2019	Jack Bagley CP: approvals, project coordination	staff time	staff time	POSAC delegation
2019	Beach Access signage assessment and plan	staff time	staff time	Beach Access Study
2019	Beach Access signage MOTI permits and installation	\$1,000	CP Operational Budget 2019; staff time	
2019	Nanoose Road CP: dog park install	\$5,000	staff time; CP Operational Budget 2020 for survey and studies	POSAC

		Estimated Cost	Proposed Funding Source	Origin
High Priority Projects (2020)				
2020	Jack Bagley CP: Site development (possibly phased e.g.racquetball sport court)	TBD	order of magnitude cost estimate; cost to be determined through planning/design process	
2020	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	

Medium Priority Projects (2021-2022)				
2021	Jack Bagley CP: Phase 2 site development (if not done all at once)	TBD	order of magnitude cost estimate; cost to be determined through planning/design process	
2021	Bonnington-Coventry Community Trail design	TBD	staff time; consultants - survey, geotech, stair design	POSAC delegation
2021	Bonnington-Coventry Community Trail development	TBD	contactor fees (site prep, stairs and trail work)	
2021	Teds Road Beach Access: site planning and consultation for stairs to beach	TBD	survey, studies, stair design: CP Operational Budget 2021	Beach Access Study
2022	Teds Road Beach Access: site development	TBD	stair and trail tender and construction	Beach Access Study
2022	Rowland Place CP: site planning and consultation (picnic area, FN interpretation, etc.)	TBD	survey, studies, graphic design: CP Operational Budget 2022	CPTS
2022	Beach Access trail planning (location(s) TBD as per Beach Access Study)	TBD	survey, studies: CP Operational Budget 2022	Beach Access Study



Low Priority Projects (2023-2024)				
	Rowland Place CP: site development	TBD	order of magnitude cost estimate; cost to be determined through planning/design process	
	Claudet Road CP: prepare master plan for future park use and development	TBD	consultant fees: consultation and conceptual layout options	POSAC, Oct. 3 2018
	Beach Access Trail development	TBD	(priority as determined in 2022)	
	Trail from Northwest Bay Rd to Schirra Drive along undeveloped Nanoose Rd ROW	TBD		
	Davenham Community Trail planning	TBD		CPTS
	Brickyard CP: parking and toilet considerations	TBD	<i>moved to low priority as per POSAC motion</i>	POSAC motion

Additional Project Suggestions				
	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		
2015	Claudet Road CP	\$97,342	cost: \$97,342 CW Funds	
2017	Blueback CP	\$153,932	cost: \$153,932 (\$105,000 from Area E reserves; \$50,000 from Community Works funding)	
2017	Es-hw Sme~nts CP	\$38,970	cost: \$38,970 (CW Funds; CP Operational Budget)	
2018	Area E Beach Access Inventory (road ends) by POSAC Sub-Committee	staff time	POSAC sub-committee, staff time	POSAC