

REGIONAL DISTRICT OF NANAIMO

**EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
MONDAY, JANUARY 30th, 2017
6:00 PM**

(East Wellington Fire Hall, 3269 Jingle Pot Road)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-4 Notes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held May 30th, 2016 *(This May 30th, 2016 meeting did not have a quorum).*

Motion to receive the Notes of the last meeting for information

5-6 Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held May 30, 2016.

Motion to adopt the Minutes.

BUSINESS ARISING FROM THE MINUTES

CORRESPONDENCE/COMMUNICATIONS

UNFINISHED BUSINESS

REPORTS

7-19 Monthly Update Regional and Community Parks and Trail Projects – June –September 2016

20-29 Parks Update Report - Fall 2016

Benson Creek Falls Parking Update (verbal)

Meadow Drive Park Update (verbal)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Five-Year Plan (2017-2021)

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

May 29th 2017
6:00pm
East Wellington Fire Hall

REGIONAL DISTRICT OF NANAIMO

**MINUTES (Notes) OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
REGULAR COMMITTEE MEETING HELD
MONDAY, MAY 30, 2016
6:00PM**

(East Wellington Fire Hall, 3269 Jingle Pot Road)

ATTENDANCE: Maureen Young, Director RDN Board, Chair
Doug Cawthorne
Bruce Erickson

STAFF: Lesya Fesiak, Park Planner
Wendy Marshall, Manager of Parks Services

REGRETS: Rick Heikkila
Judith Wilson
Leo Boon

OTHERS: Charles Pinker, Alternate Director, RDN
Bernice Lind, resident
Patty Kirk, resident
Dave Kirk, resident
David Ayou, resident

CALL TO ORDER

Chair Young noted lack of quorum at 6:12 p.m.

AGENDA

An informal information meeting took place with notes.

DELEGATIONS

Creekside Place Parking

Residents Patty Kirk, Dave Kirk, and David Ayou, representing Creekside Place area residents commented about the problems around the parking situation dealing with the trail to Ammonite Falls Regional Park.

- Up to 40 vehicles, some not legally parked in parking lot.
- Pictures of car licenses, illegally parked, turned over to police
- Speeding on Jameson Road by people going to Regional Park

REPORTS

Monthly Update Regional and Community Parks and Trail Projects – February-April 2016

Monthly update of Regional and Community Parks and Trails was discussed.

Meadow Drive Community Park.

- New bench and park toilet installed.
- Need pavement for wheel chair accessibility to the toilet.
- Remove some fencing at toilet to provide direct access.
- Install hand cleaner.
- Will order two metal eight foot wheel chair accessible tables for picnic shelter.
- Inquired about grass cutting of our community parks – what is the schedule.

Meadow Drive Path

Some rock barriers have been removed by vandals. No post barriers need to be installed along the path.

Kilpatrick Road has no walkway or walking area for school children. Children have to climb a rock outcropping when traffic comes.

BUSINESS ARISING FROM THE DELEGATION OR COMMUNICATIONS

Creekside Place Parking

Committee recommended that their delegation present the problems to Regional Parks Committee meeting on June 7, 2016

NEW BUSINESS

Anders and Dorrit Community Park.

Lots of flooding over Jingle Pot Road last major rainfall on March 10. Director Young will inquire about possible sewage stand pipe when sewage trunk line goes in at edge of park.

The mowing contractor will begin mowing a loop trail in hay field this summer.

SPECIAL THANKS

Chair Young thanked Lesya for all her help and input with our community parks.

ADJOURNMENT

Chair Young adjourned the meeting at 8:05pm.

Chairperson

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
REGULAR COMMITTEE MEETING HELD
MONDAY, FEBRUARY 29, 2016
6:00pm

(East Wellington Fire Hall, 3269 Jingle Pot Road)

Attendance: Director Maureen Young, Chair
Judith Wilson
Rick Heikkila
Bruce Erickson
Doug Cawthorne

Staff: Lesya Fesiak, Park Planner

Others: Charles Pinker, Alternate Director, RDN
Bernice Lind, Resident

Regrets: Leo Boon

CALL TO ORDER

Chair Young called the meeting to order at 6:01 p.m.

ELECTION OF SECRETARY

Bruce Erickson was elected as secretary.

DELEGATIONS

None

MINUTES

MOVED R. Heikkila, SECONDED J. Wilson that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee regular meeting held October 26, 2015 be adopted.

CARRIED

REPORTS

Monthly Updates of Community Parks and Regional Parks and Trails Projects - Oct 2015 – Jan 2016

Horticultural crews will continue maintenance on beds at Anders and Dorrit's Community Park.

Meadow Drive Community Park Upgrades

The Committee was updated on the contract for the picnic shelter which was awarded to Pickles Timber Frame. Also discussed was whether the picnic tables should have a barbecue addition on one end. Both the toilet and a bench have been ordered. The bench will be placed on a cement pad.

MOVED J. Wilson, SECONDED R. Heikkila that the reports to be received for information.

CARRIED

NEW BUSINESS

Anders and Dorrit's Community Park planning and design (verbal)

L.Fesiak provided a summary of the conceptual design and plant inventory work completed in the park to date. Committee members were encouraged to visit the park before the next POSAC meeting when the next stages of park design and development will be discussed.

ADJOURNMENT

MOVED R. Heikkila, SECONDED J. Wilson that the meeting be adjourned at 7:15 p.m.

CARRIED

Chairperson

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: September 8, 2016

MEETING: Recreation Commissions, RPTSC, EASC,
POSACs

FROM: Wendy Marshall
Manager of Park Services

FILE:

SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- June, July and August 2016

RECOMMENDATION

That the Parks Update Report for June, July and August 2016 be received as information.

Regional and Community Parks and Trails

During the summer staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

Staff prepared revised construction cost estimates and design options for the Cedar Plaza Kiosks which were presented and discussed at the June 15 PRCC Meeting. A Development Variance permit application was submitted to RDN Planning and to the Province with approval received on July 28. Final engineer drawings were submitted for a building permit application on August 17 (with approval anticipated in September), and three construction bids from contractors were received on August 31. A contract will be awarded in early September and construction will be completed by December 31, 2016.

Staff provided parks comments regarding a Development Permit with variance application which involves a foreshore revetment in the unconstructed road right of way beside 1954 Shasta Road. Under condition of the approved permit there is a specific condition that “the applicant will construct a safe and appropriate public beach access along the portion of the revetment in the unconstructed road right-of-way...” The intention is that the new steps will be an enhancement to the existing step steps.

Survey work was completed and staff retained a structural engineer to prepare drawings and costing information for the proposed public access stairs at the Driftwood Rd water access.

Staff provided parks comments to Planning regarding a subdivision application on Shasta Rd in terms of potential trail / pedestrian circulation between Shasta Rd, Headland Rd and Pace Rd. Staff coordinated invasive plant removal and watering with contractors for a replanted section of the Morden Colliery Regional Trail at the Cedar Plaza.

A picnic table was installed at the Cedar Skatepark with funds donated by the Cedar Skatepark Committee.

At Nelson Road boat launch, improvements were done over the summer months, including a new toilet surround, safety line painting and brushing.

At Ivor Way Community Park, over a dozen large hazard trees were taken down, and an arborists report has been completed for the site. The report includes recommendations for both a monitoring program, and for some additional trees to be taken down in the fall or winter.

Area B

Staff reviewed the Gabriola Island Local Trust Committee referral request regarding the draft rezoning Bylaw Nos. 289 and 290 and prepared a Staff report to the Electoral Area 'B' Parks and Open Space committee identifying how the RDN's parks interests are affected by the proposed 136-hectare (336 acre) park land addition to the 707 Community Park as well as the potential additional 19.3 ha (47.7 acre) park land dedication which would result from future subdivision of the rezoned lands.

Staff submitted a grant application to Canada 150 Infrastructure Program for improvements to the Huxley Park tennis and sport courts. Grants will be awarded in October 2016.

A \$7,000 grant from the Nanaimo Foundation Community Fund for Canada's 150th for the Huxley Park playground installation project was awarded.

Parks received a request to install baby change tables in both the male and female washrooms at Rollo McClay Community Park. This has been added to the 2017 parks budget.

Staff provided follow-up correspondence to G. McCollum in regards to the 1520 McCollum Rd. subdivision application requirement to pay the 5% cash-in-lieu of parkland.

Staff received a request to realign the existing trail that connects Fawn Rd to the 707CP's North Rd trail. The existing trail alignment crosses private property.

At Rollo McClay Park, numerous instances of vandalism (graffiti) have required costly painting. Staff are working with the RCMP and the community towards a solution.

A contractor repaired a damaged and failed seal around the overflow pipe of the irrigation pond at Rollo McClay Park.

Following recent survey work staff directed a contractor to begin trail improvements to provide increased access and use of the Whalebone Area trails. Staff met with a trail neighbour regarding trespass issues, and attended to the removal of a large, downed hazard tree, and a large branch at another location. Trail improvements have commenced and are scheduled to be completed in September.

At Huxley Community Park a site visit for assessing a suitable toilet location was carried out, and numerous new park signs were installed at the tennis courts.

Following May's site development work, a toilet was added to the enclosure at Joyce Lockwood Community Park,

Park staff attended a Gabriola Fire meeting, and assisted with Oceans Day preparations.

Staff looked at existing beach access stairs towards replacements options, and provided budget input.

Staff reviewed the Field House facilities at Rollo McClay Park, and identified maintenance requirements and future improvements.

Area C – Extension

Staff met with a park contractor to discuss amendments to park maintenance at Extension Miners Park; a plan was prepared for a bench installation.

A new culvert and drainage pipes were installed at Extension Miner's Community Park.

Area C – East Wellington / Pleasant Valley

Staff contracted a landscape company to carry out biannual weeding and pruning at Anders and Dorrit's Community Park; a loop trail was mowed in the hay field by the mowing contractor in July.

Staff prepared and submitted a building permit application to RDN Building Inspections for a picnic shelter at Meadow Drive Community Park. The permit was received on July 14. Project construction began in late August and completion is anticipated in fall 2016.

At Meadow Drive Community Park, staff attended to vandalism of the new toilet on several occasions, with physical damage incurred to the roof, door, toilet fixture and dispensers. In addition the cleaning contractor was required for emergency cleanings on 5 occasions within a two week period. Staff repaired the damage and closely monitored the site for several weeks. Signs were temporarily posted notifying the community and stating the area would be under surveillance. Modifications to the building were made to prevent vandals from exiting through a gap in the roof structure, and deadbolts were installed to make the building more secure when and if required.

At Benson Meadows Community Path, reflectors were attached to the boulders for public safety at night, and Park staff conducted trail maintenance.

At Anders and Dorrit's Community Park, brushing was carried out adjacent the parking lot entrance way to improve sight lines for vehicles when entering or leaving the park. The park field was hayed over the summer months.

Staff met with a contractor carrying out restorative work to the river bank on the neighbouring property, and inspected the continuation of the bank on the park property. The bank within the park is more secure due to existing tree and vegetation rooting structure.

Area E

Staff worked with GIS Mapping Services on registering two new community parks Oak Leaf Drive and Davenham Road.

Staff coordinated and attended a site meeting at Oakleaf Community Park on June 20th with POSAC members to discuss park development. A subsequent meeting with the Land Governance Manager from Nanoose First Nation occurred in the park to review the proposed plans and seek input. The Phase 1 plans for the park improvements will be occurring over the fall. Phase 2 improvements (fencing and interpretive signage mostly), will be revisited again with the POSAC.

Parks staff received a request for a playground in the Beachcomber area and suggested the request be brought forward to the Area E POSAC, either by letter or as a delegation.

At Stone Lake Drive Community Park staff removed fallen trees from the retention ponds and cleared brush from the fence.

At Brickyard Community Park a new garbage can was installed.

At Park Place Community Park staff graded the trail.

Area F

Planning staff provided input on an amenity contribution and potential park connection to the Coombs to Parksville Rail Trail from the Springhill Road industrial development.

Staff provided ongoing feedback regarding the rezoning application on Springhill Rd. Staff attended the June 27th Public Information Meeting.

Staff walked the proposed Palmer Rd trail alignment with members of the POSAC trail sub-committee to determine project feasibility. Staff has received quotes for survey work and spoken with the Ministry of Transportation and Infrastructure as well as owner of the adjacent wood lot to determine future development plans for this portion of undeveloped road.

Vehicle barriers were installed at the Cranswick Rd trailhead (Matterson Rd end). Advice from a local medi-scooter user was used to ensure that there is universal access to the trail.

A donation of \$1,730 was given to Electoral Area 'F' Community Parks to install a bear-proof garbage can the northern trailhead of the Errington School Community Trail.

Park inspections and routine park maintenance was conducted throughout the area.

At Meadowood Community Park staff removed a vandalized picnic table from the park and dealt with a variety of vandalism issues over the summer. A concrete picnic table purchased by the community was assembled on a new concrete Base installed by contractor and park staff.

Staff also worked with event organizers and the Dashwood Fire Department to help ensure the successful provision of the 6th Annual Lighthouse Bluegrass Festival which was located at Meadowood Community Park this year. Road grading work was conducted.

At Arrowsmith Community Trail, staff completed work on the newly installed trailhead sign.

Area G

In June, Park staff advised Planning staff with regard to a proposed parklands dedication in conjunction with a subdivision application in Area G on Ganske Rd.

In August, Park staff advised Planning staff with regard to a proposed rezoning application of a property near Wembley Mall on the edge of the City of Parksville. No parkland dedication is required. Through an amenity contribution, there is the possibility of trail connections in the area around the development.

At Barclay Bridge, staff trimmed and cleared trail. Staff also met on site with a resident to follow up on a concern about the safety of numerous hazard trees adjacent to their property. The trees are on crown land and are not the responsibility of the RDN to remove. Staff corresponded several times with the Province to clarify the location and jurisdiction of the trees.

At Johnstone Road, staff removed, sanded and refinished a memorial bench.

At Top Bridge two cars were locked in due to them not reading the sign and not leaving the area by 9pm. In the morning when the security company came to open the gate they found that the lock was compromised. A new lock had to be made and installed.

Staff attended to complaints of illegal dumping presumed to be within the park boundary adjacent French Creek.

As per POSAC direction, plans to move forward with design and construction of Phase 1 of the Stanhope Trail are underway. Due to utilities in the corridor, staff prepared a request for proposals and an engineering firm has been retained to do the design work this fall. It is expected that construction of the first phase from Stanhope Road to the Wally's Way cul-de-sac will occur early in 2017. Phase 2 through the trees will happen at a later date.

Parks received suggestions for improvements to the Dashwood Community Park from an area resident and have contacted a playground inspector about the feasibility of using a play structure that was removed from a school ground. Any proposed changes to the park would be presented at a POSAC meeting.

Area H

A Picnic & Play event put on by RDN Recreation was held at Henry Morgan Community Park on July 8th. Approximately 15 adults and children attended.

RDN Parks worked with the BC Wildfire Service to complete a prescribed burn at Oakdown Community Park and the surrounding Crown lands on August 29th. This was a FireSmart Initiative and is a fuel management project.

Staff continued to assist GIS Mapping with the development of maps for non-RDN Crown land trails.

At Henry Morgan Community Park, the trail from Henry Morgan CP to Cordon Road was brushed and cleared of debris.

At Islewood Road Community Park, staff brushed and scrubbed out trail.

At Rose Community Park staff removed bike jumps from the park.

All Beach accesses were maintained. Some benches were refurbished over the summer months. Department of Fisheries and Oceans was contacted with regards getting new shelf awareness signs at the beach accesses.

A temporary portable toilet was delivered to Crane Road for the fishing season.

Park staff installed 2 garbage cans at the Lions Club ball fields and set up payment for collection. They were removed at the end of the ball season. They are currently stored at the Lions Club.

Community Works Projects

Area B

Staff prepared background report on past RDN Parks involvement on MoTI road allowance (development permits and licences for water accesses and undeveloped road allowance), in relation to dealings with the Ministry and the Village Way project.

Area E

Blueback

Further development occurred at Blueback including; a larger parking lot, a cedar toilet surround, change house, and a new trail.

Park Staff met with Arborist regarding hazard tree removal, delivered and spread gravel around toilet enclosure, removed silt fence, installed a bear proof refuse container and installed concrete wheel stops.

Oak Leaf

Park staff expanded the parking lot and installed wheel stops. A trail was roughed in starting at the parking lot leading to an existing trail. Trees and trails were pruned and brushed.

Regional Significant Gas Tax Project

Coombs to Parksville Rail Trail

Construction of the Rail Trail advanced at a good pace over the summer and is nearing the half-way complete mark. Weekly field inspection reports and photos provided by consulting engineer; monthly meetings held with engineer, contractor and sub-consultants. Work on construction and consulting engineer contracts concluded. Obtained revised Station Road crossing permit from MoTI. Continued to work with the City of Parksville concerning their handling of trail development within the City's Springwood Community Park. City staff unable carry out work as expected and main project contractor expected to take on the Springwood section. Met with Coldwater Strata owners to introduce the contractor and review development plans as concerns the SRW at the back of the Strata lots. Met with contractor, engineer and roadmasters from the Southern Vancouver Island Railway and the Alberni Pacific Railway to review safety procedures around the rail. Estimate for two pedestrian rail crossings to be installed by SVI received and materials ordered. Worked with residents, engineers and contractor to resolve a local drainage issue at the junction of rail trail and the private crossing serving the Coombs' property. Worked with the Manna Homeless Society and contractor on seeing some of the non-merchantable project wood delivered to the Society as donated firewood; contracted with firewood processor with work space kindly donated by B. Carpenter of Allsbrook Road. Environmental monitoring

reports received from consulting biologist; all findings good. Media interview and photographs for web site provided to Island Radio. Test surface gravel strips assessed. Liaised with equestrians and cyclists regarding trail use, access points and fixtures such as baffles. Liaised with Coombs business owners concerning the coming need for bike parking. Station crossing location returned to west side of junction further to consultation with Alberni Pacific Railway and adjusted trail path. Safety items examined including lighting at Station and Church crossings and some fencing (cedar split-rail) beside DBL pit and by large culvert installations. Allowances identified to accommodate potential crossing and link to a Springhill Rd community park.

Regional Parks and Trails

Arboretum

Staff Cleared blackberry on the bank and along the fence as well as brushed the trail open. Garbage was removed from site on numerous occasions.

Arrowsmith CPR Regional Trail

Staff liaised with the Conservation Officer and posted a notice on the RDN web site that the trail would be closed for a week to allow time for a stalking cougar to clear the area.

Benson Creek Falls Regional Park

Park staff installed numbered trail markers for emergency locating purposes for Search and Rescue and the Coastal Wildfire Centre.

Park staff also conducted annual bridge maintenance.

Staff reviewed community correspondence, the management plan and various options for improving parking access to Benson Creek Falls Regional Park, based on community input that the Creekside Place parking lot is problematic to the community and should be closed. Staff was directed to prepare a Board Report on the matter by the Regional Parks and Trails Select Committee, which will be reviewed by the Board in September.

Coats Marsh Regional Park

Staff reviewed the *Recovery Strategy for the Little Brown Myotis, Northern Myotis, and Tri-colored Bat in Canada* and provided a staff report regarding how Federal and Provincial Species at Risk legislation impacts bat conservation efforts in regards to RDN park management and development – specifically in terms of the planned demolition of the cabin at CMRP.

Descanso Bay Regional Park

Staff provided Public notice of a campfire ban on June 7th. This ban will remain in effect until advised to lift it by the local fire chief.

The annual Oceans Day event was held on June 5th. Staff provided posters and buttons as well as provided event advertising assistance.

Englishman River Regional Park

Long-time volunteer park warden Marlene Harm retired following the death of her dog and partner Kodiak.

Staff Liaised with Arrowsmith Search and Rescue on their GPS and mapping plans for the park; put them in touch with the GIS Mapping Coordinator.

Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees.

Horne Lake Regional Park

Staff Liaised with the Horne Lake Strata on member efforts to get MoTI to improve Caves Road conditions. RDN Park's long-standing interest in seeing road improvements was restated.

Staff updated the park map and started on updating the kiosk signs at the park.

Horne Lake Regional Trail

Staff prepared briefing notes on the historic regional trail initiative which dates from 2001 and the rezoning of lands around Horne Lake.

Staff provided Public notice of a campfire ban on August 17th as well as a Notice advising of the lifting of the ban on August 30th.

Lighthouse Country Regional Trail

New wheel stops were installed at the Lioness parking lot.

Little Qualicum River Estuary Regional Conservation Area

A representative from the BC Conservation Foundation and the Qualicum Beach Streamkeepers met with Parks staff on site to review the current research and vegetation re-establishment project underway. Additional plantings are planned for this fall and will be monitored for survival with those that went in previously.

Little Qualicum River Regional Park

Staff received an updated proposal for structural engineering services for the replacement of the bridge, and are awaiting a report from a Geotechnical Engineer assessing the conditions of the existing bridge footings.

Park staff cleaned two culverts of beaver debris on a weekly basis over the summer months, to allow for proper water flow and avoid access road damage.

Garbage was constantly being cleaned up and removed during the weekly visits.

Ongoing vandalism and willful disregard of the bridge closure is a common occurrence. Staff spoke with welder to look to solve repeated vandalism to gate and locking pins.

Moorecroft Regional Park

Park staff installed three new picnic tables in the Meadow.

Park staff followed up with Bylaws Services and Animal Control following complaints of unleashed dogs within the park.

Staff met with members of the Nanoose Fire Department and walked the property. The Fire Department gained additional familiarity with the park, and provided parks with suggestions for areas of improvement for firefighting access. Parks supplied the fire department with updated property maps and gate keys.

Staff met with the park caretakers as part of the transition and elimination of the position.

Staff attended the site with an Environmental Consultant to review and update the hazmat reports for the Caretakers house and Kennedy Hall buildings scheduled for demolition.

An Archaeologist was contacted to review the demolition sites for Kennedy Hall, and confirmed that part of the building is located within a mapped archeological area. Evidence of a midden was found under part of Kennedy Hall and an application has been made for a Site Alteration Permit.

Building Permits for the upcoming demolitions have been applied for from the RDN Building Department.

Staff began considering options for toilets and a picnic shelter in the park. Plans to meet with the Area Director and the Nanoose First Nation in September are in motion regarding the concept of a Longhouse and to discuss how all proposed facilities planned for the park will work well together into the future.

Staff have begun to explore the option of formalizing the trail access into Moorecroft from the west side. This will involve a formal agreement with the Strata who own the land adjacent to the park.

Morden Colliery Regional Trail

Staff continued to work with project consultants, the Province and the Agricultural Land Commission on planning and design initiatives related to the bridge and trail development over the Nanaimo River.

Staff removed the bike jumps that were built in the park near the Thatcher Bridges.

Mount Benson Regional Park

Staff cleared woody debris from the logging road trail to allow access for Search and Rescue and maintenance vehicles and a turnaround was created as requested by search and rescue.

Staff investigated a report of unauthorized trail construction within the park; however a site visit confirmed the constructions was not within the park boundary.

Staff reviewed community correspondence and various options for improving parking access to Mount Benson Regional Park. The current parking lot at the Witchcraft Lake trailhead does not meet demand and a long-term solution is needed. A Board Report was prepared and will be reviewed by the Board in September.

Nanaimo River Regional Park

Park staff added river rock at the outlet of a perched culvert to prevent further erosion and potential sediment.

Staff met with Ron Stone (Volunteer Warden) regarding Culturally Modified Tree issue and checked barriers due to complaint from an area user. Staff spoke to Emcon regarding moving barrier to block access and confirmed Emcon would complete ASAP.

Staff provided updated GPS information to mapping for the locations of the Fire Department well located within the Park

Staff are monitoring a complaint of uncontrolled dogs within the park. Temporary signage has been posted at the Kiosks as part of an awareness campaign.

Interpretive signage planning is underway for the research forest at Nanaimo River Regional Park. Staff will collaborate with representatives/managers of the research forest and will work with a graphic designer to produce attractive and educational signage to display in the park.

Parksville Qualicum Beach Links

Top Bridge Regional Trail

Trans Canada Trail

Temporary closure of the Extension Ridge section of the TCT extended and then terminated, further to industrial activity in the area by landowner Island Timberlands.

Obtained updated licence offer from Island Timberlands for use of their private forest lands for the TCT. Prepared report to the RPTSC and Board (September meetings).

Staff installed new posts and signs along the Extension Ridge Trail.

Witchcraft Lake Regional Trail

In June and July, permission was obtained from the City of Nanaimo and the Ministry of Transportation and Infrastructure for a proposed parking expansion at Witchcraft Lake, the trailhead for Mt Benson Regional Park. Staff mailed letters and site plans to all Benson View Rd residents for information and feedback.

In August, staff reviewed community responses to the proposed parking expansion on Benson View Rd; due to substantial opposition, the parking issue was deferred to the Regional Parks and Trails Committee and residents were informed by letter that the RDN would not proceed with the proposed works. A Board Report was prepared on the subject (see Mount Benson Regional Park above).

Miscellaneous

Staff continued work on the following:

- Park inventory spreadsheet and effective registry of the park portfolio.
- Worked with GIS Mapping on the identification and civic numbering of community parks to be included in new ARC-GIS park finder.
- Attended SMS legal seminar on contracting.
- Participated in MIA webinar on insurance requirements for construction contracts.
- Provided interview to Business in Vancouver regarding non-BC Park campgrounds as a relatively unknown but great alternative to BC Parks.

- Met with the Mount Arrowsmith Biosphere Region and Oceanside Tourism on MABR's Amazing Places project. Reviewed process and approaches. Public input will be solicited through to the end of September, RDN Parks consulted as applicable, and first results expected to be viewable on the web by end of November.
- Liaised and met with the BC Marine Trail Network Association on their current project to create a Salish Sea Marine Trail as part of the Trans Canada Trail and in time for the TCT's 25th anniversary in 2017. Further to the Association's July presentation to the Regional Board, worked with the Association on a draft partnership agreement. Prepared a board report on the project for the September RPTSC and Board.
- Received and reviewed Tourism Vancouver Island's Phase II Hiking Experience report prepared by consultant Stantec.
- Received update from UBCM on Off-Road Vehicle legislation; conference call scheduled for mid-September to discuss interest in the Province's offer to local government to include their lands under the new legislation.
- Worked with Recreation staff to provide content and imagery for the Fall/Winter Active Living Guide.
- The new staff position of Superintendent of Parks Operations and Capital Projects was filled, and Mark Dobbs started in the early July.
- The new staff position of Parks Secretary has been posted and filled; Jenny Bannatyne has accepted the position and will start September 19th.
- Staff followed the improvements underway at Nanoose Place, including the preparation and construction of an expanded paved parking lot and new signage.
- Playground inspections were conducted throughout the region.
- Staff followed up on a request about "No Motors" signage at Spider Lake, conducted a site visit, and provided information obtained to RDN Planning Department.
- Parks Staff and Contractor provided regular watering's of unestablished trees and plantings throughout the district during the hot dry weather.

Park Use Permits and Events

Area A

Continued to work with the Nanaimo Skateboard Association on a permit for the September fundraiser in support of refurbishing Nanaimo's Hammond Bay skatepark. Site visit held with organizer to review issues arising from last year's event. Volunteer assistance with traffic management kindly being provided by JSK Traffic Services of Cedar.

Responded to a request to close the Nelson Road Boat Launch for several days in order to provide for construction access to a waterfront retaining wall site. Liaised with MFLNRO, MoTI, and Planning Services; provided brief for Area Director. Further to August 23rd Board resolution to deny closure of the Boat Launch for any significant time period, a set of conditions for Boat Launch use under a park use permit was issued to applicant.

Area B

Worked with non-profit Pacific Sport and the Gabriola Recreation Society on a park use permit for a three-day sports camp at Rollo McClay Community Park. In the end, the event was cancelled because of lack of enrollment.

Area C

Obtained confirmation that VIU/Mount Arrowsmith Biosphere Reserve will take ownership of the GLORIA high-alpine vegetation monitoring plots (part of an international global warming monitoring project) installed at four locations at Mount Arrowsmith Massif Regional Park prior to the Region's acquisition of the park. Park use permit issued to VIU to address the summer 2016 revisiting of the plots.

Worked with the Nanaimo & Area Land Trust on a park use permit to work with VIU on an update of vegetative plots identified in the 2006 Ursus review of then new Mount Benson Regional Park; permit approved.

Area E

Worked with Quality Foods on concluding the park use permit for their annual Teddy Bear Picnic at Jack Bagley Community Park; liaised with Corporate Services; permit issued.

Concluded work on a park use permit for use of Moorecroft Regional Park for an early August weekend wedding.

Continued to work with Chesapeake Shores film company and MoTI on use of Moorecroft Regional Park for parking of film vehicles. In the end, the firm identified a more appropriate arrangement for their vehicle parking and only one of four weeks' proposed use was made of the Regional Park.

Began work with Nanoose Elementary School Principal on start-up of 2016-17 outdoor classroom use of Moorecroft.

Area F

Continued to work with Bluegrass Festival organizers, Dashwood Volunteer Fire Department and Corporate Services on a park use permit for the July long weekend festival at Meadowood Community Park. Provided responses to concerns raised by residents in the neighbourhood. Engaged security firm for drive-by inspections of roads leading to the Festival over the holiday weekend; liaised with RCMP. Given plan approvals by all involved authorities and required insurance proof, park use permit for Festival approved. Event went off without issue, though at a financial loss for the organizers.

Received a park use permit application from the Corcan-Meadowood Residents' Association for a Canada Day Picnic at Meadowood Community Park; approved.

Worked with applicant on a park use permit for a wedding at Errington Community Park in October. Liaised with Errington Hall Board Association overseers of the Park regarding use of the Market's stage and power supply. Permit approved.

Worked with the BC Conservation Foundation regarding a permit to cover summer maintenance of their large woody debris (LWD) structures originally installed along Little Qualicum River Regional Park riverfront in 2003. BCCF obtained DFO and Provincial backing for structures over the long-term.

Area G

Concluded permit work and provided final assistance including gift bags to the Mid-Vancouver Island Habitat Enhancement Society (MVIHES) for their 7th annual June River Run event at Englishman River Regional Park (ERRP). Worked with MVIHES and RDN WaterSmart on a second park use permit, this for

installation of water flow data loggers along the ERRP waterfront at BC Conservation Foundation large woody debris sites; permit approved. Work with MVIHES in process on another permit for the staging of a Streamkeepers workshop along the side channel at ERRP in September.

Issued a park use permit to the Nanoose Walking Club for vehicular access and a walk and hatchery visit at Englishman River Regional Park.

Area H

Concluded a park use permit with the Silver Spur Riding Club regarding use of Wildwood Community Park and the Lighthouse Country Regional Trail (North Loop) as part of a weekend-long 17th Annual Vancouver Island Memorial Trail Ride in support of Oceanside Hospice. The event was staged out of the MFLNRO compound next door to Wildwood.



Per/ Manager of Parks Services



General Manager Concurrence

TO: Parks Committees and Commissions **MEETING:** January 2017

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

SUBJECT: Parks Update Report

RECOMMENDATION

That the parks update for October, November and December 2016 be received as information.

SUMMARY

Planning and Capital Projects – Key Highlights

E & N Open – On December 23, the E&N Coombs to Parksville Rail Trail opened for use. This follows almost 3 years of planning and construction. Due to the weather, there are some items to be completed in the spring including rail crossings, paved aprons, crossing beacons and signage. The trail has proved very popular in the first few weeks and staff expect to see use increase as the weather improves. The grand opening is being planned for late April or early May.

Moorecroft Regional Park Buildings – Demolition and removal of the Caretaker house and Kennedy Hall are complete. Archeological monitoring during the Kennedy Hall revealed no significant findings. A Field Representative from Nanoose First Nation was in attendance along with the RDN's Archeological Consultant during the demo. The project is complete with final inspection approvals on file.

Beachcomber Management Plan – Staff have been working on the first management plan for the park and held an open house for the plan in December. Approximately 30 people responded to a public survey providing comments on current use of the park and ideas for improvements. The plan will be wrapped up this spring.

Tipple Kiosk – The construction of the Tipple Kiosk in the Cedar Plaza adjacent to the Morden Colliery Regional Trail is now underway. Project construction includes the installation of two wood structures (for seating and information signage), plaza pavers and landscaping. Construction will be completed by March 2017.

Meadow Drive Picnic Shelter – The construction of the Meadow Drive Park picnic shelter is now complete. The structure is 22'x16' in area and two picnic tables will be added to the shelter in the next few weeks.

Oak Leaf Community Park Development – The new park was designed and developed by parks staff using in-house resources. Work included the removal or modification of hazard trees, parking lot expansion, trail development, split rail fencing, and the installation of a concrete vault toilet and bear proof garbage receptacle. Further parking lot improvements are still underway and parks signs will be installed this spring.

Blueback Drive Community Park Development – Construction on the final phase of development continued into the fall until deteriorating weather conditions forced a break in activity. Surface and subsurface water flows on this site have been very challenging, resulting in a great deal of drainage mitigation work. Improvements to date include a rock retaining wall, gravel paths, cedar change house for divers/swimmers, toilet surround and waste receptacle. Temporary sedimentation controls are in place over the winter along with a monitoring program and work is expected to resume in early spring.

Operations – Key Highlights

Horne Lake Regional Park - Staff took advantage of unusual low water levels to inspect the engineered boat launch repairs carried out in 2015. No further evidence of undermining or scour was observed.

Nanaimo River Regional Park - BC Coastal Wildfire crew pruned a Ministry of Forest Douglas Fir experimental site within the Park for forest fire fuel reduction purposes. These well planned and supervised efforts provide training opportunities for BCWF crews at no cost to the RDN.

Gabriola Island - Parks and Utilities staff met on site with a VIHA Health Officer at both Descanso Bay Regional Park and Rollo McClay Community Park to conduct an annual water system compliance inspection. Subsequent receipt of the inspection report showed both systems to be in compliance with Provincial standards.

Coats Marsh Regional Park - Staff investigated the unauthorized removal of two large fir trees from Coats Marsh Regional Park. Ongoing work continues involving The Nature Trust of BC, Bylaws Dept., and RCMP towards a restitution agreement with an adjacent landowner who mistakenly removed the trees adjacent the property boundary.

Cox Community Park - A volunteer work party made significant improvements to winter trail conditions, and will be assisting staff with the installation of two log benches fabricated at the Parks shop. A new park ID sign was laid out on-site and ordered, and will be installed in January.

Descanso Bay Regional Park – Staff provided assistance and monitoring of the campground following the untimely loss of the Campground Operator. An RFP will be issued for a replacement Operator.

Parks Maintenance Contracts – The draft RFP has been created for landscape maintenance service in Community Parks, and following review is anticipated to be issued early February. This RFP should amalgamate several smaller contracts and ensure that future services are delivered to a higher standard.

Top Bridge Road Widening – Engineering review, tender and MOTI permits are in place. Site work anticipated to start in the fall was temporarily put on hold due to weather. Work will commence by March and prior to the seasonal opening of the lower parking lot.

All Community Parks - Regulatory signage has been replaced with new park identification signage throughout the entire RDN Community Parks inventory.

Service Calls -

- Hazard Trees - This season staff had a high number of hazard tree complaints, requiring investigation and the removal of several hazard trees at various park sites.
- Water Issues - Several calls were received regarding water issues, relating to drainage problems.

- Dogs off leash and aggressive dog behavior - Animal Control services are currently patrolling Moorecroft, Englishman River and Nanaimo Regional Parks to have a presence at the sites and hopefully reduce these occurrences.
- Complaints for Moorecroft Regional Park include illegal camping, beach fires, shellfish harvesting, removing wood branches and salal from the park.
- Other service calls included; illegal dumping of garbage, garden waste and animal carcasses.

Park Statistics

Year	Site	Aug	Sep	Oct	Nov	Dec	ADT	Days with data
2016	Witchcraft at trail marker #1	3,688	3,400	2,393	2,564	4,098	104.566	143
	Witchcraft at trail marker #10	2,972	2,538	1,068	777	516	48.336	143

Witchcraft at marker #1 is by the parking lot and would capture both hikers going up the mountain and people just visiting the lake. Marker #10 is on the Witchcraft Regional Trail which would only catch hikers. Please note numbers will have to be divided by two assuming the hikers went up and down the same way.

Permits

- A park use permit was issued to the Oceanside Community Arts Council for use of the Sunnybeach Water Access (Area H) in the launch of the Tidal Treasures tourism program. Staff worked with program proponents to resolve subsequent waterfront landowner concerns with trespass and environmental degradation here and at other beach sites being promoted by the program.
- The Corcan-Meadowood Residents’ Association was issued a park use permit to hold their annual Hallowe’en Spectacular at Meadowood Community Park (Area F).
- Nanoose Bay Elementary School began another school year of permitted use at Moorecroft Regional Park for outdoor K/1/2 classes.
- The Mount Arrowsmith Biosphere Region invited the public to help identify ten Amazing Places in the Biosphere, and Top Bridge was selected for this special list. A park use permit was issued to VIU to film at Top Bridge and to erect permanent signage about this amazing place on the side of the existing RDN kiosk at the Top Bridge Crossing suspension bridge.



Wendy Marshall
 wmarshall@rdn.bc.ca
 January 13, 2017

Reviewed by:

- T. Osborne, General Manager of Recreation and Parks

Attachments

1. Parks Work Plan - Jan 2017

Parks Work Plan January 2017 Update

PARK PROJECTS AND REQUESTS								
Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
A	15-569	2016-002	Beach Accesses	Stair Design	2016		Completed	
A	16-785	2017-002	Beach Accesses	Stair Consultation and design	2017	2017 Q2	Not started	Planned for Spring 2017
A		2018-001	Beach Accesses	Stairs Construction	2018		Not started	Planned for 2018
A	15-568	2016-001	Cedar Plaza	Tipple	2016	2017 Q1	Delayed	Construction has started but is delayed due to weather.
A	15-568	2017-001	Cedar Plaza	Sign boards	2017	2017 Q1	Not started	Planned for Spring 2017
A	Staff	2017-003	Skatepark	Concrete headwalls	2017	2017 Q3	Not started	Planned for Summer 2017
B	16-348	2017-006	707	Signs	2017	2017 Q4	Not Started	Fall of 2017
B	15-565	2016-005	Cox	Entry Sign	2016	2017 Q1	Underway	Sign is ordered and will be installed in the coming weeks
B	15-565	2016-006	Cox	Bench	2016	2017 Q1	Underway	Benches to be installed in next few weeks
B	Staff	2017-008	Decourcey stairs	Rebuild	2017	2017 Q3	Not started	Planned for the summer of 2017
B	16-677	2016-008	Development	Density transfer/subdivision	2016	TBD	Underway	Report done for board and response sent to Islands Trust (IT). Now with IT.
B	Grant	2017-004	Huxley	Playground Design and Install	2017	2017 Q4	Not started	Timeline for project will be determined once the outcome of the grant applications is known.
B	15-369	2016-003	Huxley	Skate park Detail Design	2016	2017 Q1	Underway	RFP has been awarded
B	Staff	2017-009	Joyce Lockwood Stairs	Rebuild	2017	2017 Q3	Not started	Planned for the summer of 2017
B	Staff	2017-010	Malspina Galleries	Trail work/can	2017	2017 Q3	Not started	Planned for the summer of 2017
B	16-346	2016-007	McCollum Road Cash in Lieu	Work with Developer	2016	TBD	Underway	Waiting for developer to received his PLA and final approval.
B	15-089	2017-007	Rollo	Dog Park Design	2017	2017 Q4	Not started	Planned for Fall of 2017
B	Posac	2016-004	Strand Boat Launch	Repair	2016		Completed	
B	Posac	2016-007	Whalebone	Upgrade	2016	2017 Q3	Delayed	Work to continue throughout 2017
B	15-438	2017-005	Huxley	Sport Court upgrades	2017	2017 Q4	Not started	Timeline for project will be determined in once the outcome of the grant applications is known.
B-CWrks	Board	2015-001	Village Way Path	Design/MOTI approval	2015	2017 Q1	Underway	Plan redesigned per MOTI response in 2016 and the new design presented to MOTI. MOTI approved moving forward to the permitting stage. Costing will be done and the next steps discussed with the Area Director.
B-CWrks		2017-011	Village Way Path	Construction	2017	2017 Q4	Not started	To be determined once costing is obtained and direction provided by Area Director.

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
E	16-197	2016-009	Claudet	Water lot transfer	2016	TBD	Underway	Information was provided to Water Services. Water Services is working on the transfer.
E	Posac	2018-005	Trail Project	TBD	2018		Not started	Planned for 2018
E-CWrks	Board	2015-002	Blueback	Construction	2015	2017 Q2	Delayed	Work continued through the fall with the construction of rock walls. Snow has stalled construction and work will begin again when weather improves.
E-CWrks	Posac	2106-011	Claudet	Final Development	2016		Completed	
E-CWrks	16-564	2016-010	Oakleaf	Development	2016	2017 Q1	Underway	Phase 1 complete except for bench and signage. Signage is awaiting confirmed name for the park.
EW/PV	Posac	2018-003	Andres Dorrit	Signage	2018		Not started	Planned for 2018
EW/PV	Posac	2018-004	Andres Dorrit	Park Design	2018		Not started	Planned for 2018
Ext	Staff	2016-017	Park Improvements	General			Not started	TBD
Ext - CWrks		2018-002	Extension School	Agreement/Reno	2018		Not started	Planned for 2018
F	Posac	2017-012	ACT Trails	Land Agreements	2017	2017 Q1	Underway	Land agreement Carrothers underway.
F	Posac	2018-009	ACT Trails	Trail development	2018		Not started	Planned for 2018
F	Posac	2018-006	Errington	Playground Design	2018		Not started	Planned for 2018
F	Staff	2018-007	Errington	Operator Agreement	2018		Not started	Planned for 2018
F	Staff	2017-013	Meadowood	Parking Lot improvements	2017	2017 Q3	Not started	Planned for summer of 2017.
F-CWrks	Posac	2019-001	Errington Playground	Construction	2019		Not started	Planned for 2019
G	Staff	2017-015	Boulton	Playground Borders	2017	2017 Q3	Not started	Planned for summer of 2017.
G	Posac	2018-010	River's Edge Plan	Playground Design	2018		Not started	Planned for 2018
G	16-619	2017-014	Stanhope Trail	Planning, Construct	2017	2017 Q4	Underway	Detailed design of an asphalt paved connector trail from the end of Wally's Way to Ackerman Rd is complete, including drainage works, bollards, signs, fence and planting. Construction could occur following approval to proceed.
G-CWrks	Posac	2019-002	French Creek Paths/Trails	TBD	2019		Not started	Planned for 2019
G-CWrks	16-059	2016-012	Little Qualicum Hall	Assessment and Report	2016	2017 Q1	Underway	Report being prepared for the March Area G POSAC meeting
G-CWrks		2018-011	Little Qualicum Hall	Carry out action from report	2018		Not started	Planned for 2018
H	16-281	2016-017	Beach Accesses	Sign Install	2016	2017 Q1	Not started	Project to start in coming weeks
H		2017-016	Dunsmuir	Detail Design	2017	2017 Q4	Not started	Planned for summer of 2017.
H		2018-012	Dunsmuir	Phase I construction	2018		Not started	Planned for 2018

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H	Board	2014-582	Grant - LCCS	Blding Upgrades - installment 4	2017	2017 Q2	Not started	Report for 2016 spending received. Funds for 2017 will be released once budget is approved and funding requests received from the LCCS.
H	Staff	2016-013	Lions Park	Operator Agreement	2016	2017 Q1	Underway	Meeting held mid-January with the Lions Club to review the Club's short and long-term interests, and a new tenure arrangement. A draft transition document will be tabled for discussion at a late March meeting with the Lions.
H	Posac	2019-003	Oakdowne	Licence on other parcels	2019		Not started	Planned for 2019
H	Other	2016-014	Roadside Trails	OPC planning	2016	2017 Q1	Underway	Response was provided on the draft of the Active Transportation plan.
H	Staff	2017-017	Thompson-clark	Stair Repair	2017	2017 Q3	Not started	Planned for summer of 2017.
H	Other	2016-015	Trails Initiative	Comm. Trails	2016	TBD	Underway	Signs installed at Hatchery. GIS captured trail data. Signs to be installed.
H	Posac	2018-013	Wildwood	kiosk - split with Regional	2018		Not started	Planned for 2018
H-CWrks	Other	2020-001	Area H Roadside Trails	Design	2020		Not started	Timing will depend on the Active Transportation Plan currently under development.
Other - Comm	Other	2018-014	Bike Network Plan	Develop Plans	2018		Not started	Planned for 2018
Other - Comm	16-616	2016-018	Park Signage	Remove/put in simple	2016	2017 Q1	Underway	All most all signs removed and replaced with park name signs
Other Comm	Operational		Devlopment	Subdivision/parkland			On Going	Ongoing as required through planning
REG	Staff	2017-019	Ammonite Falls Trail	Bridge Studies	2017	2017 Q4	Not started	Work planned for the summer of 2017.
REG	Staff	2018-020	Arboretum	Kiosk Upgrade	2018		Not started	Planned for 2018
REG	Operational	2016-028	Beachcomber	Plan development	2016	2017 Q2	Underway	First round public consultation completed. Draft plan being written.
REG	Board	2015-003	Benson Creek Falls	Licence renewal	2015	2017 Q1	Underway	Staff waiting to hear back from the province.
REG	Mngmnt Plan	2018-019	Benson Creek Falls	Kiosk	2018		Not started	Planned for 2018
REG	16-668	2017-049	Benson Creek Falls	Parking - monitor and commications	2017	2017 Q4	Underway	Continue to monitor Creekside parking lot with Footprints Security beginning in March.
REG	16-669	2017-048	Benson Creek Falls	Parking feasibility - Weigles	2017	TBD	Not started	Will begin with survey of area and preliminary design of parking lot in 2017
REG	16-649	2017-038	Coats Marsh	Bat Study	2017	2017 Q1	Not started	Consultant will be hired in the coming weeks.
REG		2017-037	Coats Marsh	Caretaker Role	2017	2017 Q4	Not started	Will work with lawyer throughout 2017.

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Operational	2017-028	Descanso	Operator Agreement	2017	2017 Q3	Underway	A new request for service will be issued by the end of mid February.
REG	Staff	2017-027	Descanso	Tractor	2017	TBD	Not started	TBD with new operator
REG	Staff	2018-018	Descanso	Septic Studies	2018		Not started	Planned for 2018
REG	Staff	2017-029	Englishman River	Geo tec/bank	2017	2017 Q2	Not started	Work planned for the spring of 2017.
REG	Staff	2017-030	Englishman River	Repair road to TB	2017	2017 Q3	Not started	Work planned for summer of 2017.
REG	Other		Fairwinds	Development - PDA		TBD	Not started	To be determined once development applications submitted through planning.
REG	Staff	2017-026	Horne Lake	Accessible Toilets	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	Staff	2017-025	Horne Lake	Park Upgrades	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	16-766	2017-023	Horne Lake Regional Trail	Planning	2016	2018 Q2	Underway	Planning grant application submitted to Rural Dividends Program late October 2016 with results expected by end of February 2017.
REG	16-767	2017-024	Horne Lake Heritage Trail	Historic Designation	2017	2020	Not started	
REG		2020-003	Horne Lake Regional Trail	Construction	2019	2020	Not started	Construction planned to begin in 2019.
REG	Mngmnt Plan	2017-021	La Selva	Construction	2017	2017 Q2	Not started	Can begin following Board approval.
REG	Mngmnt Plan	2016-025	Moorecroft	Agreement - La Selva entry	2016	2017 Q1	Underway	A report is ready for Board approval of the agreement between the Strata and RDN Parks to permit public pedestrian access into Moorecroft Regional Park from the end of La Selva Place.
REG	16-480	2016-026	Moorecroft	Planning with First Nations	2016	2017 Q4	Underway	Staff, Management and Area Director met on site in the Park with NFN Council members and staff to revisit the idea of a First Nations cultural building in the park. Ongoing correspondence to occur during 2017 and a plan will be created for the development zone.
REG	Staff	2017-040	Moorecroft	Vault Toilet	2017	TBD	Not started	Location and type of toilet to be determined through planning for the development zone
REG	Mngmnt Plan	2018-021	Moorecroft	Picnic Shelter Design/Tender	2018		Not started	Will occur in 2018 following Moorecroft planning process with stakeholders to refine amenity needs and locations.
REG	16-126	2016-024	Mount Benson	Race Event	2016	2017 Q1	Underway	Met with interest groups in early October. Have been awaiting park use permit application since then. Have not heard back from email reminder sent in mid-December.
REG	Staff	2016-023	Mount Benson	Parking design	2016	TBD	On Hold	Awaiting direction as per in camera report.
REG	16-666	2017-036	Mount Benson	Parking solution	2017	TBD	Underway	Awaiting direction as per in camera report.

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Mngmnt Plan	2017-034	Naniamo River	Benches	2017	2017 Q2	Not started	To start in the coming weeks.
REG	Mngmnt Plan	2017-033	Naniamo River	Interpretive Signs	2017	2017 Q3	Underway	Design of six interpretive signs complete. Installation to follow.
REG	Staff	2017-020	TCT	Timberlands Road	2016	2017 Q4	Underway	Planning grant application submitted to the Rural Dividends Program Q4 2016, with results expected by end of Q1 2017.
REG	Other	2019-004	Top Bridge	Reroute/parking CoP	2019		Not started	Planned for 2019
REG	Posac	2018-017	Wildwood/LHRT	Kiosk - split with H	2018		Not started	Planned for 2018
REG - Other	16-654, 16-678	2016-020	Marine Trail	Partnership agreement REG	2016	2017 Q4	Underway	Draft partnership agreement received mid-January.
REG - Other	Operational		Operator agreements	Monitor			Ongoing	Ongoing
REG - Other	Other	2018-016	Park Zoning	With Planning Dept	2018		Not started	Planned for 2018
REG - Other	Operational	2020-002	Parks Warden Program	Work with volunteers	TBD		On Hold	On hold until staff time is available
REG - Other	Operational		Partnerships	Meetings/communitcation			Ongoing	Ongoing
REG - Other	Operational	2017-042	RPT Plan	Develop Plan	2017	2018 Q4	Not started	RFP to be prepared during summer for Board report in the fall of 2017.
REG - Other	Operational	2018-015	Trail Counters	Expand program	2018		Not started	Planned for 2018
REG CAP	16-670	2017-031	Benson Creek Falls	Stair Design, Bridge Design	2017	TBD	Not started	To occur following Geo-tech study.
REG CAP	16-670	2017-032	Benson Creek Falls	Geo Tec	2017	TBD	Not started	To occur following final confirmation of lease renewal with Province.
REG CAP	Board	2016-022	E&N	Construction	2016	2017 Q2	Underway	The trail opened for use in December. The remaining items will be completed by April. This includes crossing beacons, rail crossings, paving and signs. Opening is being planned for spring.
REG CAP	Board	2017-022	E&N	Amenities and signs	2017	2017 Q3	Underway	Staff assessing use and planning and developing amenities accordingly.
REG CAP	15-201	2017-035	Little Qualicum	Upgrades Bridge	2017	2017 Q4	Underway	Enviromental Consultant proposals received. Work to continue through 2017 with construction in late summer.
REG CAP	16-479	2016-027	Moorecroft	Building Removals	2016		Completed	
REG CAP	Mngmnt Plan	2017-041	Moorecroft	Washroom	2017	TBD	Not started	Type of washroom and location to be determined through planning process for the development zone.

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG CAP	Board	2014-001	Morden Colliery	Lease Upgrade	2014	TBD	Underway	Waiting to for processing update from Province.
REG CAP	16-124,14-755,14-754	2017-047	Morden Colliery	Design/Tender	2017	2018 Q2	Underway	Project delayed because of ALC development application process.
REG - Other	Other	2016-019	Amazing Places/Top Trails	With VI Tourism	2016	2017 Q4	Underway	Top Bridge made the list as top ten. Launch event planned for March 30 at the Parksville Civic Centre. Signage to come.
REG - Other	Staff	2017-018	Brochure	Design/Print	2017	2017 Q4	Not started	Planned for Fall of 2017
Other	Operational	2016-031	2017 Budget	Create	2016	2017 Q1	Underway	The preliminary 2017 budget is completed. During January, the budget will be amended based on the actual surplus and any changes requested by the Area Directors.
Other			Acquisitions	Assessment and Report			Underway	Several properties under consideration.
Other	Operational		Budget and Workplans	Ongoing Monitoring			On Going	Ongoing
Other	Staff	2019-006	Bylaw 1399	Update	2019		Not started	Planned for 2019
Other	Operational	2017-045	Call and Work Tracking	Install system and train	2017	2017 Q2	Not started	Program will be ordered once the budget is approved.
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	Operational	2016-030	Maintenance Contracts	A, Ext, EW, E, F, H, E&N, VW	2016	2017 Q1	Underway	Draft RFP being written, review planned mid Jan, with RFP issued beginning of Feb
Other	Operational	2017-046	Park Maintenance Plans	Create	2017	2017 Q4	Underway	Co-inciding with RFP for developed C.P's
Other	Operational		Park Stats	Ongoing updates			On Going	Ongoing
Other	Operational	2018-022	Purchasing System	Create System	2018		Not started	Planned for 2018
Other	Operational	2017-044	Risk Management	Update Inspection Program	2017	2017 Q4	Underway	Work will be carried out throughout 2017.
Other	Operational	2016-032	SharePoint system	Create and upload old	2016	2020	Underway	Staff continue to move files from the old files to the new system
Other	Operational	2017-039	Staffing	Parks Planner	2017	2017 Q2	Not started	Position to be posted shortly.
Other	Operational	2017-043	Worksafe BC	Update Program	2017	2017 Q4	Underway	Work will be carried out throughout 2017.

RDN Electoral Area 'C' (East Wellington / Pleasant Valley) Community Parks

5-Year Project Planning: 2017-2021

PLANNING WORKSHEET

October 2016

A suggested schedule for completion of each phase of the process is presented in the following chart.

This schedule is provided for planning purposes only and is subject to change to accommodate the needs of staff and funding constraints.

Community Parks Capital Reserve Account: \$73,509 (budget code 0062)

Community Parks Cash in Lieu of Park Land Provision Account: \$13,853 (0004 cc151)

2016 Budget Information (approved)

Revenue: \$158,143 (Tax Requisition: \$85,409 Transfer from Reserves: \$40,000 Surplus: \$32,734)

Expenditures:

General Maintenance, Garbage: \$23,275 (budget codes 4500, 2500)
Development Costs: \$44,200 (budget codes 9410 & 4860)

<input type="checkbox"/> current year project <input checked="" type="checkbox"/> current year project completed		Park Code	Budget Notes	General Notes
Ongoing Projects				
	Administrative support for Electoral Area 'C' POSAC			in-house: staff time
High Priority Projects				
<input checked="" type="checkbox"/>	Meadow Drive CP: picnic shelter / toilet - design; construct	C-09	\$32,000	2015 budgeted amount (budget code 4860 & 9410)
<input checked="" type="checkbox"/>	Meadow Drive CP: bench install	C-09	\$1,000	2015 budgeted amount (budget code: 4860)
	Anders & Dorrits Park: Park planning and consultation	C-16	\$5,000	in-house: staff time; site survey
	Anders & Dorrits Park: Detailed design; cost estimates	C-16	\$15,000	professional fees
Medium Priority Projects				
	Anders & Dorrits Park: phase 1 park development	C-16	\$50,000	order of magnitude cost estimate; cost to be determined through planning/design process
	Meadow Drive CP: forest trail development	C-09		
Low Priority Projects				
	Anders & Dorrits Park: phase 2 park development	C-16		forest trails
	Creekside CP: trail connection			
Additional Project Suggestions				
	Jinglepot Roadside trail			
Completed Projects				
<input checked="" type="checkbox"/>	Anders & Dorrits Park: house removal (2015)	C-16	\$28,000	\$11,000 house removal; \$17,000 hazardous materials removal
<input checked="" type="checkbox"/>	Anders & Dorrits Park: community consultation (2013)	C-16	\$0	in house; staff time
<input checked="" type="checkbox"/>	Meadow Drive CP: swing installation (2011)	C-09	\$9,000	from Community Parks budget
<input checked="" type="checkbox"/>	Anders & Dorrits Park: preliminary concept plans (2010)	C-16	\$0	in house; staff time
<input checked="" type="checkbox"/>	Meadow Drive CP: phase 1 construction (2009)	C-09	\$76,400	\$37,000 from Local Motion provincial grant; \$39,400 from Community Parks Budget
<input checked="" type="checkbox"/>	Meadow Drive Roadside Path	C-09	\$42,000	\$70,000 available through 2015 Community Works Grant