

**REGIONAL DISTRICT OF NANAIMO  
ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY COMMITTEE  
AGENDA**

**Wednesday, November 1, 2017**

**4:00 P.M.**

**Oceanside Place**

**Pages**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1 Electoral Area 'G' Parks and Open Space Advisory Committee Meeting - June 7, 2017** **2**

That the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held June 7, 2017 be adopted.
- 4. DELEGATIONS**
- 5. UNFINISHED BUSINESS**
- 6. REPORTS**
  - 6.1 Parks Update Report - Spring and Summer 2017** **5**

That the Parks Update Report - Spring and Summer 2017 be received for information.
- 7. BUSINESS ARISING FROM DELEGATIONS**
- 8. NEW BUSINESS**
  - 8.1 Blue Water Place Community Park Plan** **18**
- 9. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE AREA 'G' PARKS AND OPEN SPACE ADVISORY COMMITTEE (POSAC)**

**WEDNESDAY, JUNE 7, 2017**

**4:00 pm**

**OCEANSIDE PLACE**

**In Attendance:** Director J. Stanhope  
Rick Horte  
Duane Round  
James Dean  
Brian Coath

**Staff:** E. McCulloch RDN Park Planner  
W. Marshall RDN Parks Manager  
A. Harvey Recording Secretary

**Regrets:** Ted Malyk  
Michael Foster

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**CALL TO ORDER**

Chair Stanhope called the meeting to order at 4:00pm.

**AGENDA**

It was moved and seconded that the Agenda be amended to include 'French Creek Estuary Wetlands' under New Business.

CARRIED UNANIMOUSLY

**MINUTES**

It was moved and seconded that the minutes of the Electoral Area 'G' Parks and Open space Advisory Committee (POSAC) dated March 1st, 2017 be adopted.

In the discussion D. Round felt the motion made from the Little Qualicum Hall report was done with too little information, especially for the newer members that they'd only received a few days prior to the meeting.

D. Round also questioned point of order for the motion: *That staff to look at options to provide a new hall for the Dashwood community*, which was defeated and the direction from the Chair directing a member of the Committee that they had to vote when, by Roberts Rules, a member can abstain from voting. Chair Stanhope noted that abstaining from voting is an affirmative vote. Ms. Marshall replied that the Committee is to follow the RDN bylaw for meeting process and she had checked with RDN Corporate Services staff after that meeting and the process was followed correctly. D. Round voiced his opinion that he doesn't feel that was appropriate for a Chair to direct a person that did not want to make a decision based on that they didn't have enough information and were forced to make a decision that resulted in a defeated resolution. D. Round requested those motions be brought back forward. Chair Stanhope said they will not be brought back forward but that his concerns will be noted in the minutes. D. Round asked if the point of order would be noted as well and Ms. Marshall said she would provide him with the RDN Bylaw that RDN Committees follow for order.

Opposed: D. Round

## **DELEGATION**

### **Karen Porter – Blue Water Road Community Park Planning**

Ms. Porter expressed concerns of the condition of Bluewater Community Park and the invasive plant and noxious weed that is thriving in the park. She is asking for the removal of the invasive and noxious weeds and cutting back of the blackberry. Also for 1-2 feet of vegetation clearing from each reforested tree and to develop a plan for future control of competing vegetation and weed near the replanted trees throughout the park.

### **Bill Reed – Dashwood Community Park Hall**

Mr. Reed gave a history of the hall and its uses and contributions to the community in the area. He asked for a postponement of the demolition of the hall and to allow the community use of the hall until a plan can be devised for funding its replacement.

Mr. Reed answered some questions from the Committee members.

Mr. Ralph Martin, treasurer of Dashwood Recreation answered some questions from Committee members and invited the Committee to tour the hall.

## **COMMUNICATION AND CORRESPONDENCE**

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

### **S. Bardati to RDN (and reply) RE: Park between Blue Water and Lowry's**

CARRIED UNANIMOUSLY

## **REPORTS**

### **Parks Update Report – January – March 2017**

Ms. Cramer answered questions from the Committee about items in the report.

It was moved and seconded that the Parks Update Report – January – March 2017 be received.

CARRIED UNANIMOUSLY

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

### **Blue Water Road Community Park Planning**

Ms. Marshall explained that Parks staff would be going to the park to do chipping and cleaning of debris. Staff will also meet on site to determine what can be done long term and to set out a work plan and budget. Staff will also work with the Coastal Invasive Plant Committee for removal of the invasive plants. Staff will also examine the drainage issue on the east side of the park and incorporate drainage into any new park plan. Staff will present back to the Committee on this plan in the fall.

## **Dashwood Community Park Hall**

R. Horte requested a copy of the previous report that was done on the Dashwood hall, noting it would be helpful for new members and would answer some of the questions they had today. Ms. Marshall said she would send out the two reports from 2013 and 2017 to the Committee.

D. Round did a visit to Qualicum and did a site evaluation. Being 73 years old, he sees it built well and solid. He noted the common issues a building of that age would have and doesn't see any reason to tear the building down. He finds the engineer report costs to be high for what needs to be done.

It was moved and seconded that the demolition of the Dashwood Community Park Hall be postponed until a review and consultation with the community can be done.

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **Picnic Shelter Example**

Ms. Cramer told the Committee this is an example of a recent picnic shelter installed in a RDN community park and it was included for information when considering the Dashwood Hall site.

### **Five-Year Plan (2018-2022)**

Ms. Cramer noted that the Five-year plan was to review and re-evaluate priorities if need be based on budget and new potential projects and to assist staff with budgeting.

D. Round noted he finds it difficult to understand all of these projects and how the priorities are achieved and maybe having a presentation of the projects to become familiar with them. Chair Stanhope said that could be done, as well, he can contact staff at any time with questions about a project. Ms. Marshall noted that these projects were put on this list by the Committee ideas and community feedback. She also suggested that new members review the Community Parks and Trails Strategy found in the committee binder and for members to tour Area G parks.

### **French Creek Wetlands**

D. Round informed the Committee that the 23 acre French Creek wetlands area that is full of wildlife, creeks and vegetation is for sale.

## **ADJOURNMENT**

It was moved and seconded that this meeting be adjourned at 4:51pm.

CARRIED UNANIMOUSLY

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Chairperson

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**TO:** Parks Committees and Commissions      **MEETING:** October 17, 2017

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

**SUBJECT:** Parks Update Report - Spring and Summer 2017

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## RECOMMENDATION

That the Parks Update Report - Spring and Summer 2017 be received as information.

## SUMMARY

Parks staff continue to work on projects identified in the 2017 Parks Work Plan and the RDN 2017 Operational Plan. Two new staff positions were recently added to the parks team. A new Parks Planner started during the last week of June and is currently working on projects in Electoral Areas F and G in addition to designing new signs and kiosks throughout the RDN parks and trails system.

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

#### **E & N Finishing and Opening Event R+P-100A-2014**

Prime contractor, David Stalker Excavating, returned to site in April to complete works delayed by winter weather, and to address minor deficiencies identified in January by the project engineer. A final 'grate and roll' of the trail surface was also undertaken. Pedestrian controlled beacons have been designed and were installed during the summer. The temporary ban on horses, issued by the Board in April, was lifted June 2<sup>nd</sup> once primary trail development was finished. Work has begun on trail etiquette, way marking and kiosk signs.

The opening will now be held on Saturday, October 14, 2017 at 10:30 a.m.

#### **Blueback Community Park Development**

Park construction is complete with final planting scheduled for this fall. Improvements to this waterfront park in Electoral Area E included the removal of blackberries that covered 100% of the property; addressing the problematic drainage issues that were revealed; improvements to the parking lot to create two new parking spaces; two gravel paths to the beach to improve kayak/canoe launching capabilities; the installation of a cedar port-a-potty surround and change room; construction of a rock retaining wall with seating nooks; seating boulders in the lower lawn area; and cedar split rail fencing.

#### **Huxley Park Projects R+P-34-2106**

##### Playground

The construction of a new playground area is proceeding this fall, funded in part through grants from the Nanaimo Foundation and the Gabriola Lions Club. The works include site clearing and re-grading, the

installation of two new play structures, a bench and seating wall, a cedar port-a-potty surround, as well as improvements to an existing park path. The tender process for the project is complete and the contract has been awarded.

### Sports Courts

Improvements to the existing sports courts are scheduled to be completed this fall, funded in part through a donation from the Gabriola Ball Hockey Association; additional grant funding is expected to be announced in the near future. The project includes tennis court resurfacing, which was completed by the end of August, and the installation of a new dasher board system surrounding the sport court which will be completed by the end of November.

### Skatepark

Concept drawings and preliminary cost estimates are 95% complete and will be presented to the community for feedback at an open house on September 13, 2017.

### **Moorecroft Planning**

A May 2017 planning workshop with key stakeholders to revisit some of the ideas presented in the 2012 Park Management Plan. At the conclusion the session, an updated concept was arrived at and over the next 5 years will help guide the future improvements in the park. Toilets, a picnic shelter, Ms. Moore's cabin removal, a First Nations gathering place, and the entry/parking area are among some of the projects that were discussed and sited during the workshop. A report will be prepared for the Fall 2017 Regional Parks and Trails Select Committee to prioritize the projects into the parks work plan.

Following Board approval, the website will be updated and a sign posted in the park.

### **Horne Lake Regional Trail and Heritage Designation R+P-31-2016**

Staff met with the Horne Lake Strata to review the regional and heritage trail concepts and to clarify agreements made in 2001 regarding access to Strata lands above the Caves Rd for the purpose of regional trail. Approval was received from the Strata to issue a geological engineering review and assessment of the Mount Mark rock fall area for trail purposes. The Strata notes that any trail on their lands would likely be open to off-road vehicles.

### **Little Qualicum River Park Bridge R+P-29-2017**

West Bridge Corporation was awarded the work for removal of the Little Qualicum River Bridge following a public tender process. Site work will commence in early September and complete removal is expected by September 15<sup>th</sup>, coinciding with the fisheries window. Environmental oversight is being provided by D.R. Clough Consulting.

### **Benson Creek Falls Facilities R+P-33-2017**

Herold Engineering was awarded the Feasibility and Conceptual Design project for the improved descent to Ammonite Falls and an improved crossing of Benson Creek in the park. Part of the project will include a public questionnaire this fall to solicit feedback on the proposed improvements in the park. These projects were recommended in the 2014 Park Management Plan. Survey and conceptual design work for a new parking lot on Weigles Road will be underway this fall.

### **Potlach Development**

A staff report was presented to the July 24<sup>th</sup>, 2017 Area B Parks and Open Space Committee regarding the Gabriola Island Local Trust Committee's referral request to review the amended draft rezoning Bylaw Nos. 289 and 290 and indicate if the RDN would accept the proposed 16.4-hectare parkland

dedication and the four public trail Statutory Right-of-ways (SRW) which would result from the future subdivision of the rezoned lands. The proposed 16.4 hectares of parkland addition and public trail connections would connect the village center with the waterfront at Descanso Bay Regional Park and would expand Cox Community Park to 50 hectares (123.5 acres). The Committee's recommendation for acceptance of the lands has been forwarded to the October 3, 2017 Board meeting for consideration.

### **Whalebone Stairs**

The public water access stairs at Blue Whale, Hummingbird and Joyce Lockwood located in the Whalebone Community Parks have been temporarily closed since mid-June due to safety concerns owing to erosion, damage, and other site challenges. The stairs at Queequeg Community Park were also temporarily closed for a few weeks while drainage improvements were undertaken. The stairs at Blue Whale Community Park were replaced with new, pre-fabricated aluminum stairs. The 2017 Community Parks budget will not accommodate the replacement of the stairs at Hummingbird CP this year but the installation of removable/adjustable stairs for this site has been placed on the 2018 Area B Parks work plan. The stairs at Joyce Lockwood Community Park have been closed based on a Municipal Insurance Association inspection recommendation. Stair construction will involve a new bottom landing which requires additional approvals for foreshore work. A Registered Professional Biologist has been retained to assist with the foreshore work. The development of a design and costing for the stairs will be completed this fall/winter.

### **ACT Trails**

Braddock-Leffler Community Trail construction was completed mid-June. The project involved re-routing and widening an existing narrow, unofficial footpath which was not contained within the undeveloped road right-of-way and trespassed on private property in some locations. This new, natural surface, type-2 trail provides an important east-west link between Leffler and Errington Roads and completes another piece of the Arrowsmith Community Trails network.

### **Es-hw Sme~nts Community Park Community Park Development**

In consultation with Snaw-Naw-As (Nanose First Nation) the RDN's newest community park on Oak Leaf Drive in Nanose Bay has been named Es-hw Sme~nts Community Park. This name translates to Seal Rock and is pronounced Eshk-Sments Community Park. Final improvements in the park are to be completed this fall. A park opening is scheduled for October 4<sup>th</sup>.

### **Inventory and Mapping**

In partnership with GIS staff, the park portfolio is being documented, described and mapped for record keeping, operational and inter-departmental purposes including asset management and for communication with advisory committees and the general public. Different maps will be created for different purposes. There will be internal maps with civic numbers and legal and jurisdictional information. A geo-referenced internal operational map will be created for each park that shows all GIS GPSed improvements, along with current operational arrangements for the property. Updated electoral area planning maps, important to the advisory committees, are being created that will show all parks, trails and open spaces under management by the RDN in a given area. Finally, a map showing accessible Crown lands and known recreational assets on other non-RDN lands, including the full inventory of water accesses, will be produced for the public's information.

### **Service Calls**

The spring and summer of 2017 has been a busy time for staff responding to concerns and requests for service from the public. Many service calls pertain directly to the increased number of park users during

the nice weather and the increased demand on park amenities. Common complaints include; dog and animal issues, garbage and littering, ATV and motorbikes on trails, vandalism, parking issues, and port-a-potties permits

Area B – A permit for concession use at Rollo McClay CP during ball season was issued to the Gabriola 4-H Club. A permit to conduct a program of free guided walks May to August at various Gabriola regional and community parks and trails was issued to the Gabriola Land and Trails Trust. A permit was issued to Sheila Malcolmson MP to promote a petition regarding abandoned boats at the Oceans Day event at Descanso Bay RP.

Area C – A permit was issued to NALT and VIU for vegetation plot monitoring as part of the covenant monitoring of Mount Benson Regional Park.

Area E – A permit was issued to Quality Foods for the 26<sup>th</sup> annual Teddy Bear Picnic at Jack Bagley Field. A permit was issued to Ecole Ballenas Secondary for inter-tidal snorkeling at Moorecroft Regional Park as part of the Outdoor Pursuits program.

Area F – A permit was issued to the Corcan-Meadowood Residents’ Association for a Canada Day family picnic lunch at Meadowood Community Park.

## **FINANCIAL IMPLICATIONS**

The projects outlined in this report have funds identified in the 2017 Budget. Electoral Area projects are funded through the associated 2017 Community Parks Budget and in some cases are supplemented by Community Works Funds or grant funding. Regional Parks projects are funded through the 2017 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  
September 29, 2017

Reviewed by:

- T. Osborne, General Manager of Recreation and Parks

Attachments

1. Parks Work Plan – *(Spring and Summer 2017)*

Parks Work Plan  
August 2017 Update

PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
A	15-568	2016-001	Cedar Plaza	Tipple construction	2016	2017 Q1	Completed	Construction has started but is delayed due to weather. Project now complete.
A	15-568	2017-001	Cedar Plaza	Sign boards for the Tipple Structure	2017	2017 Q1	Underway	Draft designs have been produced. Final draft underway with installation planned for Fall.
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access stair consultation and design	2017	2017 Q2	Not started	Now planned for Fall 2017
A	Staff	2017-003	Skatepark	Concrete headwalls	2017	2017 Q3	Not started	Planned for Fall of 2017
A		2018-001	Beach Accesses	Driftwood Beach Access stairs construction	2018		Not started	Planned for 2018
A	17-153	NEW 2017-053	Cedar Plaza	Review Possible Alternatives to allow water	2017	2017 Q4	Not started	Planned for Fall of 2017
B	15-369	2016-003	Huxley	Skate Park detail design	2016	2017 Q1	Underway	RFP has been awarded; first public workshop completed; concept and costing to 90% complete.
B	15-565	2016-005	Cox	Entry sign installation	2016	2017 Q1	Completed	Sign is ordered and will be installed in the coming weeks. Project now completed.
B	15-565	2016-006	Cox	Bench installation	2016	2017 Q1	Completed	Benches to be installed in next few weeks. Project now completed.
B	16-346	2016-007	McCullum Road Cash in Lieu	Work with Developer for processing the Cash in Lieu	2016	TBD	Underway	Waiting for developer to received his PLA and final approval.
B	Posac	2016-007	Whalebone	Various upgrades	2016	2017 Q3	Completed	Work to continue throughout 2017.
B	16-677	2016-008	Development	Density transfer/subdivision review and comment	2016	2017 Q2	Completed	Early referral report done for board and response sent to Islands Trust (IT). Received additional IT referral March 10, 2017. Report to go to POSAC and Board spring 2017. Staff examining referral and report underway for July POSAC.
B	Grant	2017-004	Huxley	Playground design and install	2017	2017 Q4	Underway	Construction drawings underway. To be constructed fall 2017. Tendering process complete. Contract awarded.
B	15-438	2017-005	Huxley	Sport Court upgrades	2017	2017 Q4	Underway	Construction to take place this fall. Tenders complete. Contract awarded for tennis courts and for the supply and install of dashboards.
B	16-348	2017-006	707	Signs review and update	2017	2017 Q4	Not Started	Fall of 2017
B	15-089	2017-007	Rollo	Dog Park design - work with community group	2017	2017 Q4	Not started	Planned for Fall of 2017
B	Staff	2017-008	Bluewhale and Queequeg	Rebuild Beach Access stairs	2017	2017 Q3	Underway	Planned for the summer of 2017
B	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2017	2017 Q3	Underway	Geotech assessment of Site underway.
B	Staff	2017-010	Malspina Galleries	Trail work/garbage can install	2017	2017 Q3	Completed	Planned for the summer of 2017. Garbage recepticle ordered. Project now complete.

Parks Work Plan  
August 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
B	17-112	NEW 2017-054	Rollo	Determine Feasibility of Lion's Storage Shed			Completed	Determined that unfeasible due to Island Trust zoning restrictions.
B-CWrks	Board	2015-001	Village Way Path	Design/MOTI approval	2015	2017 Q1	Concluded as per Director instruction	Plan redesigned per MOTI response in 2016 and the new design (asphalt extension) presented to MOTI. MOTI approved moving forward to the permitting stage. Costing by engineering consultant received in March. Reviewed by Area Director; Director declines to pursue asphalt extension plan. Meetings to be held with MoTI.
B-CWrks		2017-011	Village Way Path	Construction	2017	2017 Q4	Suspended	To be determined once costing is obtained and direction provided by Area Director.
C EW/PV	Posac	2018-003	Anders Dorrit	Information sign design and install	2018		Not started	Planned for 2018
C EW/PV	Posac	2018-004	Anders Dorrit	Detailed design	2018		Not started	Planned for 2018
C Ext	Staff	2016-017	Park Improvements	General			Not started	TBD
C Ext - CWrks		2018-002	Extension School	Agreement/Reno	2018		Delayed	No agreement with SD 68 at this time. Planned for 2018
E	16-197	2016-009	Claudet	Utilities 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	17-155	NEW 2017-055	Nanoose Road Community Park	Remove Playground Structure and determine alternative use	2017	2017 Q4	Underway	Removal to be completed in the coming weeks. Discussions for alternation use to be undertaken with POSAC. Playground now removed.
E	17-156	NEW 2017-056	Open Space Plan	Recind plan and use CPTS	2017	2017 Q2	Completed	Plan has been removed from the website. Completed.
E	17-410	NEW 2017-062	Es-hw Sme~nts	Park be named Es-hw Sme~nts Community Park	2017	2017 Q3	Completed	Signs with name have been ordered and will be installed this September.
E	17-409	NEW 2017-065	Nanoose Road Community Park	Contact crown to expand use under the lease	2017	2017 Q4	Underway	Letter was sent to Crown, awaiting response.
E	17-408	NEW 2017-066	Natural Playground	Examine parks suitable for a natural playground and report back	2017	2017 Q4	Underway	Staff summary report prepared for POSAC consideration.
E		NEW 2017-067	Park Opening	Opening Ceremony for Es-hw Sme~nts	2017	2017 Q3	Underway	Opening scheduled for October 4.
E-CWrks	Board	2015-002	Blueback	Construction	2015	2017 Q2	Delayed	Construction complete; landscape planting will take place in the fall.
E-CWrks	16-564	2016-010	Es-hw Sme~nts	Development as per plan	2016	2017 Q1	Underway	Phase 1 complete, benches recently installed. Phase 2 - fencing, interpretive signs and final landscaping under for fall 2017 completion.
E-CWrks	17-154	NEW 2017-057	Jack Bagley	Agreement for CW funds for SD69	2017	2017 Q2	Completed	Agreement to be circulated shortly. Agreement concluded and money transferred.
F	Posac	2017-012	ACT Trails	Land Agreement for trail development	2017	2017 Q1	Changed to 2017-050	Route changed, land agreement no longer needed. See project number 2017-050.

Parks Work Plan  
August 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
F	17-311	2017-050	ACT Trails	Carrothers trail development	2017	2017 Q1	Complete	MOTI permit received; construction complete.
F	Staff	2017-013	Meadowood	Parking lot improvements	2017	2017 Q3	Not started	Planned for Fall of 2017
F	Posac	2018-006	Errington	Playground design	2018		Not started	Planned for 2018. A base map has been produced in GIS in preparation for the site planning process. All adjacent trails have been GPS'd and added to the GIS database.
F	Staff	2018-007	Errington	Operator Agreement	2018		Not started	Planned for 2018
F	17-312	NEW 2017-064	Errington	Bike Skills Park to be included in development plans for the park	2018		Not started	Planned for 2018.
F	17-310	2018-009	ACT Trails	Surface David Lundine trail	2017	2017 Q4	Not started	Work assessed and planned for 2018
F-CWrks	Posac	2019-001	Errington Playground	Construction	2019		Not started	Planned for 2019
G	16-619, 17-157	2017-014	Stanhope Trail	Planning, construction	2017	2017 Q4	Underway	Detailed design of an asphalt paved connector trail from the end of Wally's Way to Ackerman Rd is complete. Detailed plans are being completed and tendering will happen in September. Invitation to Quote was delivered via email on Aug. 18, 2017 with responses to be provided by Sept. 8, 2017.
G	Staff	2017-015	Boulton	Replace playground borders	2017	2017 Q3	Not started	Delayed until 2018
G	Posac	2018-010	River's Edge Plan	Playground design	2018		Not started	Planned for 2018
G-CWrks	16-059	2016-012	Little Qualicum Hall	Assessment and report on condition of the building	2016	2017 Q1	Completed	Report being prepared for the March Area G POSAC meeting. Report sent to March meeting.
G-CWrks	17-158	2018-011	Little Qualicum Hall	Close and remove building	2018	2017 Q3	Delayed	Updated HazMat Report underway, Hall Bookings suspended beyond April 15th. Communications regarding closure underway with stakeholders/residents. Project now included in #2017-063
G-CWrks	17-405	NEW 2017-063	Little Qualicum Hall	Postpone demolition and undertake a new review and community consultation	2017	2017 Q4	Underway	After the June POSAC meeting, staff were directed not to close the building but to work with residents on other options. A new engineering assessment has been ordered.
G-CWrks	Posac	2019-002	French Creek Paths/Trails	TBD	2019		Not started	Planned for 2019
H	Board	2014-582	Grant - Lighthouse Community Centre Society	Blding upgrades as identified by the LCCS -Installment 4	2017	2017 Q2	Completed	Report for 2016 spending received. Funds for 2017 will be released once budget is approved and funding requests received from the LCCS. Agreement signing underway. Cheque to be released April 1.
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. SMS preparing draft lease; received mid-March and rejected. SMS directed to produce a license. Draft received early May and is under review by mgt.
H	Other	2016-014	Roadside Trails	OPC planning - work with Planning Department on their process	2016	2017 Q1	Underway	Response provided on the draft of the Active Transportation plan and OCP.

Parks Work Plan  
August 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H	Other	2016-015	Trails Initiative	Community Trails - GIS work and signs	2016	TBD	Underway	Signs installed at Hatchery. GIS captured trail data. Signs to be installed.
H	16-281	2016-017	Beach Accesses	Assess sites and install signs at sites identified by the POSAC	2016	2017 Q1	Completed	Planning work completed. New sign-posts and signs installed.
H	17-020	2017-016	Dunsmuir	Detail design	2017	2017 Q4	Not started	Planned for fall/winter of 2017.
H	Staff	2017-017	Thompson-clark	Stair repair	2017	2017 Q3	Not started	Planned for fall of 2017.
H		2018-012	Dunsmuir	Phase I construction	2018		Not started	Planned for 2018
H	Posac	2018-013	Wildwood	Kiosk development and install - split with Regional	2018		Not started	Planned for 2018
H	Posac	2019-003	Oakdowne	Licence on other crown parcels surrounding the park	2019		Not started	Planned for 2019
H	17-021	NEW 2017-058	Dunsmuir	Clear view corridor into park	2017	2017 Q3	Completed	Staff to review on-site works in March. Site work identified and Staff awaiting contractor quotes.
H	17-407	NEW 2017-062	Beach Accesses	Contact MOTI regarding the encroachment at McColl Road	2017	2017 Q3	Underway	MOTI contacted. Follow up required to determine next steps.
H-CWrks	Other	2020-001	Area H Roadside Trails	Work with MOTI on any development of trails along the road.	2020		Not started	Timing will depend on the Active Transportation Plan currently under development.
Other	Operational	2016-030	Maintenance Contracts	A, Ext, EW, E, F, H, E&N, VW	2016	2017 Q1	Completed	RFP Issued, Mandatory Site Meeting complete, Addendums (2) Issued. RFP Closed March 30th and 4 responses received. RFP evaluations underway. Strain Landscaping selected and contract is underway.
Other	Operational	2016-031	2017 Budget	Create	2016	2017 Q1	Completed	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. 2017 budget approved.
Other	Operational	2017-058	2018 Budget and Workplan	Create and forward for approvals	2017	2018 Q1	Underway	Planning for workplan to start in June. Budgeting underway.
Other	Operational	2016-032	SharePoint system	Create and upload old files	2016	2020	Underway	Staff continue to move files from the old files to the new system
Other	Operational	2017-039	Staffing	Hire new Parks Planner	2017	2017 Q2	Completed	Position to be posted and interviews to take place early April. Position filled.
Other	Operational	2017-043	Worksafe BC	Update program	2017	2017 Q4	Underway	Work will continue throughout 2017.
Other	Operational	2017-044	Risk Management	Update Inspection Program	2017	2017 Q4	Underway	Work will continue throughout 2017.
Other	Operational	2017-045	Call and Work Tracking	Install system and train staff	2017	2017 Q2	Underway	Software ordered, Training dates set for April, IT working on wireless in-office capability. Staff now inputting data into the software.
Other	Operational	2017-046	Park Maintenance Plans	Create plans for parks	2017	2017 Q4	Completed	Co-inciding with RFP for developed C.P's. Completed.
Other	Operational	2018-022	Purchasing System	Create system for purchase	2018		Not started	Planned for 2018
Other	Staff	2019-005	Donation Program	Create program	2019		Not started	Planned for 2019

Parks Work Plan  
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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
Other	Staff	2019-006	Bylaw 1399	Update existing bylaw	2019		Not started	Planned for 2019
Other	Operational		GIS and Mapping	Ongoing mapping			On going	Ongoing
Other	Operational		Park Statistics	Acquisition registry, park records, mapping, statistics			On Going	Complete registry of parks and trails portfolio in final stages, with acquisition identification numbers devised. Internal, planning and promotion maps clarified and being created. All Parks Staff as well as GIS staff participating. Asset Management awaiting complete registry.
Other			Acquisitions	Assessment and report			Underway	Several properties under consideration.
Other	Operational		Budget and Workplans	Ongoing monitoring			On Going	Ongoing
Other - Comm	16-616	2016-018	Park Signage	Remove old and install simple signage	2016	2017 Q1	Underway	Majority of signs removed and replaced with park name signs. New sign designs underway.
Other - Comm	Other	2018-014	Bike Network Plan	Develop plans	2018		Not started	Planned for 2018
Other - Comm	Operational		Development	Subdivision/parkland - review, comments and POSAC input			On Going	Ongoing as required through planning
REG	Board	2015-003	Benson Creek Falls	Licence renewal	2015	2017 Q1	Completed	Completed
REG	17-227	NEW 2017-060	E&N -- Coombs to Parksville Rail Trail	Horse Parking - Wood lot	2017	2017 Q4	On hold	Being pursued in conjunction with a pending amenity contribution from industrial land rezoning.
REG		2017-069	E&N -- Coombs to Parksville Rail Trail	Opening Event	2017	2017 Q4	Underway	Opening scheduled for Saturday 14 October. Event plan drafted and being confirmed.
REG	Operational	2017-071	Witchcraft Lake RT	5 year licence expires 30 November 2017	2017	2017 Q4	Underway	City staff contacted in Spring; existing agreement contains a five-year renewal clause. To Board with report in November 2017.
REG	16-126	2016-024	Mount Benson	Race Event - work with event holders	2016	2017 Q1	Underway	Second running event planned for Sept. 23. Group has meet with RDN and NALT to confirm route through park and has applied for Parks Use Permit.
REG	Mngmnt Plan	2016-025	Moorecroft	Agreement - La Selva entry	2016	2017 Q1	Underway	Agreement required with a second landowner. Staff in communication with residents in the area.
REG	Staff	NEW 2017-052	Moorecroft	Planning Development Zone	2017	2017 Q3	Underway	Stakeholder planning workshop was held in May 2017 to review and establish a path forward for improvement in the park. A report is going to fall RPTSC.
REG	16-480	2016-026	Moorecroft	Planning with First Nations	2016	2017 Q4	Underway	Will continue discussions with FN regarding building in the park.
REG	Operational	2016-028	Beachcomber	Management Plan development	2016	2017 Q2	Underway	First round public consultation completed. Draft plan being written. Waiting for consultant work conclude before finalizing document. Draft plan written and out for public feedback.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Staff	2017-019	Ammonite Falls Trail	Bridge studies	2017	2017 Q4	Not started	Moved to 2018.
REG	Staff	2017-020	TCT	Timberlands Road trail head development	2016	2017 Q4	Underway	Rural Dividends Program \$30K development grant awarded 3 March. Meeting with landowner Island Timberlands held 16 March; request still under review by IsT. Interim Rural Div Prog report submitted end of May with request for grant deadline extension given lack of significant progress with IsT.
REG	17-383	NEW 2017-061	CPR Trail	Renew the trail licence	2017	2017 Q3	Completed	Board report written and board approval received. Paperwork sent back to Island Timberlands and fee paid.
REG	Mngmnt Plan	2017-021	La Selva	Construction	2017	2017 Q2	Not started	Will begin once agreement is signed by all parties.
REG	16-766	2017-023	Horne Lake Regional Trail	Planning	2016	2018 Q2	Underway	Rural Dividends Program \$10K planning grant awarded 21 February 2017. RFP for geological engineering review and assessment issued and awarded to Thurber Engineering. Meeting held with Strata, Port Alberni and ACRD to review potential trail route. A surveyer hired to clarify issues related to 2005 posting plan of part of 1911 Rd, in preparation for full survey of 1911 Rd from HLRP to ACRD border.
REG	16-767	2017-024	Horne Lake Heritage Trail	Historic designation	2017	2020	Underway	Work initiated to determine which FNs might be involved. Discussed heritage trail concept at meeting with ACRD and Port Alberni staff.
REG	Staff	2017-025	Horne Lake	Park upgrades	2017	2017 Q3	Underway	Work planned for the summer of 2017.
REG	Staff	2017-026	Horne Lake	Accessible toilets install	2017	2017 Q3	Underway	Work planned for the summer of 2017.
		2017-072	Horne Lake RT	Land use agreement with Strata	2017	2018 Q3	Not started	Familiarization with Strata lands, interests and concerns underway. Once geo-engineering review completed and east-side route firmed up, drafting land use agreement can begin.
REG	Operational	2017-073	Horne Lake	Operator RFP	2017	2018 Q1	Not started	Planned for winter 2017.
REG	Staff	2017-027	Descanso	Tractor purchase	2017	TBD	Delayed	Purchase decision of replacement tractor under review.
REG	Operational	2017-028	Descanso	Operator Agreement	2017	2017 Q3	Completed	RFP submissions received and new operator selected.
REG	Staff	2017-029	Englishman River	Geo technical study of the bank above the road	2017	2017 Q2	Not started	Work planned for Fall of 2017.
REG	Staff	2017-030	Englishman River	Repair road to Top Bridge	2017	2017 Q3	Completed	Work delayed due to weather. Work is anticipated to get underway at the beginning of May and complete by May 24th
REG	Mngmnt Plan	2017-033	Naniamo River	Interpretive signs design and install	2017	2017 Q3	Completed	Completed.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Mngmnt Plan	2017-034	Naniamo River	Install benches	2017	2017 Q2	Underway	To be installed once received from supplier.
REG	16-666	2017-036	Mount Benson	Parking solution	2017	TBD	Underway	Staff investigating parking improvements for Board Consideration.
REG	Operational	2017-070	Mount Benson	Volunteer Agreement	2017	2018 Q2	Underway	Volunteer Agreement for trail improvement work by Island Mtn. Ramblers.
REG	16-649	2017-038	Coats Marsh	Bat study	2017	2017 Q1	Underway	Consultant selected and study to take place in June. Report expected in September.
REG	Staff	2017-040	Moorecroft	Vault toilet install	2017	TBD	Not started	Location and type of toilet to be determined through planning for the development zone.
REG	16-669	2017-048	Benson Creek Falls	Parking feasibility study and design - Weigles entrance	2017	TBD	Underway	Survey and concept design underway this fall.
REG	16-668	2017-049	Benson Creek Falls	Parking - monitor and communicate with residents	2017	2017 Q4	Underway	Staff met with residents in mid-March to ensure open communication moving forward.
REG	Posac	2018-017	Wildwood/LHRT	Kiosk development and installtion - split with H	2018		Not started	Planned for 2018
REG	Staff	2018-018	Descanso	Septic field studies	2018		Underway	Existing system pumped and inspected by Enviromental Health Officer. Awaiting Report.
REG	Mngmnt Plan	2018-019	Benson Creek Falls	Kiosk	2018		Not started	Planned for 2018
REG	Staff	2018-020	Arboretum	Kiosk upgrade -design new sign with volunteers and install	2018		Not started	Planned for 2018
REG	Mngmnt Plan	2018-021	Moorecroft	Picnic shelter design/tender	2019		Not started	Report is going to fall RPTSC to prioritize project - proposed for 2019.
REG	Other	2019-004	Top Bridge	Reroute trail and parking lot in City of Parksville	2019		Not started	Planned for 2019. Timing depends on the City of Parksville.
REG		2020-003	Horne Lake Regional Trail	Construction	2019	2020	Not started	Construction planned to begin in 2019 and finish in 2020.
REG	Mngmnt Plan		Moorecroft	Toilets and Water line upgrade	2018		Not started	Report is going to fall RPTSC to prioritize project - proposed for 2018.
REG	Other		Fairwinds	Development - PDA		TBD	Completed	PDA amendments approved by Board.
REG - Other	Other	2016-019	Amazing Places: Top Bridge	Mount Arrowsmith Biosphere Region Research Institute (VIU)	2016	2017 Q4	Underway	Top Bridge made the list as top ten. Launch event held March 30 in Parksville. Amazing Places signage for Top Bridge installed at Top Bridge Crossing kiosk. Amazing Places brand now available for RDN use in promotion. Filming at Top Bridge to be undertaken before end of 2017 for use in Biosphere promotion.
REG- Other	Other		Tourism Vancouver Island Vancouver Island Trails Strategy	Phase 3 Exceptional Hiking Experiences Network (Vancouver Island Tourism)	2017		Underway	TVI putting together its Task Force to execute a Master Plan for Hiking Experiences on VI/Sunshine Coast.
REG - Other	16-654, 16-678, 17-019	2016-020	(Salish Sea Marine Trail) BC Marine Trail Network Association	Partnership agreement	2016	2017 Q4	Underway	Met with BC Marine Trail Association executive in March, partnership agreement drafted and agreement reached. Draft agreement to be presented to EASC in November.



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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	Staff	2017-018	Brochure	Reprint	2017	2017 Q4	Reprint Completed	Reprint ordered with redesign planned for fall of 2017 to incorporate new acquisitions and developments. See project number 2017-051.
REG - Other	Staff	2017-051	Brochure	Design New Brochure/Print	2017	2018 Q2	Not started	Design to start at the end of the 2017.
REG - Other	Operational	2017-042	RPT Plan	Develop RFP. Work with consultant on plan development	2017	2018 Q4	Delayed	RFP to be prepared during summer for Board report in the fall of 2018.
REG - Other	Operational	2018-015	Trail Counters	Expand program	2018		Not started	Planned for 2018.
REG - Other	Other	2018-016	Park Zoning	With Planning Department	2018		Not started	Planned for 2018.
REG - Other	Operational	2020-002	Parks Warden Program	Redesign the program. Work with existing volunteers	TBD		On Hold	On hold until staff time is available.
REG - Other	Operational		Operator agreements	Monitor			Ongoing	Ongoing
REG - Other	Operational		Partnerships	Meetings and on-going communication with partners			Ongoing	Ongoing
REG CAP	Board	2014-001	Morden Colliery	Lease upgrade	2014	TBD	Underway	Waiting to for processing update from Province.
REG CAP	Board	2016-022	E&N -- Coombs to Parksville Rail Trail	Construction	2016	2017 Q2	Underway	The trail opened for use in December. Deficiencies completed spring. Installation of beacons and parking controls completed in August.
REG CAP	Board	2017-022	E&N -- Coombs to Parksville Rail Trail	Amenities and signs install	2017	2017 Q3	Underway	Garbage cans and regulation signs installed, way marking signage to be installed by end of August. Kiosk signage in final drafting stage; to be ready for production and installation mid-September. Benches to planned and installed over fall-winter.
REG CAP	17-229	NEW 2017-059	E&N -- Coombs to Parksville Rail Trail	Closure of trail to horses for 2 months	2017	2017 Q2	Completed	Closure ended once compaction of trail was complete.
REG CAP	16-670	2017-031	Benson Creek Falls	Stair design, bridge design	2017	TBD	Underway	Consulting team in place, project kick-off meeting complete.
REG CAP	16-670	2017-032	Benson Creek Falls	Geo technical study of the slope for stair and bridge development	2017	TBD	Underway	Consulting team in place, project kick-off meeting complete.
REG CAP	15-201 384	17-2017-035	Little Qualicum	Bridge upgrades	2017	2017 Q4	Changed to 2107-069	Consulting team in place, design kick-off meeting complete. Surveying underway, Enviromental Permit applications underway.
REG CAP	17-386	NEW 2017-068	Little Qualicum	Design and Construction of a new bridge be included for consideration in the 5-year plan	2017	2017 Q4	Not started	Funding and timing will be included in the 2018 budgeting process.
REG CAP	17-385	NEW 2017-069	Little Qualicum	Removal of the bridge.	2017	2018 Q3	Underway	Completion planned for September.
REG CAP	Mngmnt Plan	2017-041	Moorecroft	Washroom -detailed design and construction	2017	TBD	Not started	Type of washroom and location to be determined through planning process for the development zone.
REG CAP	16-124,14-755,14-754	2017-047	Morden Colliery	Bridge and trail design and tender	2017	2018 Q2	Delayed	Project delayed because of ALC development application process.

**TO:** Area G POSAC

**DATE:** Oct 25, 2017 (Mtg Nov 1, 2017)

**FROM:** Renée Lussier, Parks Planner

**FILE:** n/a

**SUBJECT:** Blue Water Place CP - clearing and restoration



Parks staff met with the community members K. Porter and S. Bardati (plus others) who had appeared before the POSAC at the June 7, 2017 meeting. We met on site in late October 2017. Their concerns were discussed.

The plan for clearing and restoration is as follows for the upcoming year:

- **February 2018**      Locate existing trees and site elements (coordinated with GIS)
- **April 2018**        Clear the park with goats  
Broadly cover cleared area with seed and mulch mix (hydroseed)  
Examine the drainage issue on the east side of the park  
Temporary signage
- **July/August 2018**    Water newly seeded area as required to ensure establishment  
Enhance drainage on the east side of the park
- **September 2018**    Follow up clearing of the park with goats

**Next steps 2019**

- Potential follow up clearing of the parks with goats
- Pocket planting along the existing path and at Lowry's Road including river rock, boulders, and logs; seating options to be reviewed
- Split rail fence as required to aide in plant establishment
- Interpretive signage
- Establishment weeding and watering as required
- Monitor drainage on the east side of the park and adjust as required

**Next steps 2020-2021**

- Restoration monitoring, weeding and watering as required
- Review tree health with Certified Arborist

Budget for clearing and restoration in 2018:

Clearing (spring and fall)	\$2000.00
Temporary signage	\$300.00
Hydroseeding	\$2700.00

<b>TOTAL:</b>	<b><u>\$5000.00</u></b>
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Your input and direction for the plan as presented are most welcome.

Regards,



Renée Lussier, Parks Planner