

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY COMMITTEE

REGULAR MEETING

WEDNESDAY, MARCH 15, 2017

7:00 PM

(ANNEX BUILDING)

A G E N D A

PAGES

CALL TO ORDER

WELECOME NEW MEMBERS

ELECTION OF SECRETARY

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-5 Minutes of the Regular Electoral Area 'F' Parks and Open Space Advisory Committee meeting held November 9, 2016

Motion to adopt the Minutes

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS

6-14 Parks Update Report – Fall 2016

Arrowsmith Community Trail (ACT) Update (*verbal*)

Motion to receive Reports

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn

NEXT MEETING

May 17, 2017
Arrowsmith Hall

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
WEDNESDAY NOVEMBER 9, 2016
7:00 pm**

(Arrowsmith Hall, Coombs)

ATTENDANCE: Julian Fell, director RDN Board, Chair
Alfred Jablonski
Barbara Smith
Reg Nosworthy
Dorthy Roi
Kurtis Kril

STAFF: Elaine McCulloch

GUESTS: Kevin Thomson

CALL TO ORDER

Chair Fell called the meeting to order at 7:05 pm

AGENDA

MOVED R. Nosworthy, SECONDED A. Jablonski that the agenda be amended with the addition of minutes from the Arrowsmith Community Trail POSAC Sub-Committee dated November 3, 2016 and correspondence from R. Dolan, D. DeVito, N. DeVito, D. Fawthorpe and B. Fawthorpe.

CARRIED

DELEGATIONS

None

MINUTES

MOVED R. Nosworthy, SECONDED A. Jablonski that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) dated June 10, 2016 be adopted.

CARRIED

MOVED R. Nosworthy, SECONDED A. Jablonski that the Minutes of the Arrowsmith Community Trail POSAC Sub-Committee meeting held Thursday, November 3, 2016 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

R. Nosworthy requested that additional barriers be installed along the ditch side of the Cranswick Trail to provide additional public safety as per the construction specifications. Director Fell directed staff to undertake this request.

Ms. McCulloch advised that the Errington War Memorial Society had been approached to propose a candidate for a position on this POSAC. There are two positions to be filled as K. Krill's term is up in December and one other member is needed.

COMMUNICATION/CORRESPONDENCE

MOVED R. Nosworthy, SECONDED A. Jablonski to receive the following correspondence:

R. Dolan, D. DeVito, N. DeVito, D. Fawthorpe and B. Fawthorpe to Regional District of Nanaimo,
RE: Palmer Road between Pratt and Howard

CARRIED

UNFINISHED BUSINESS

REPORTS

Monthly Update Regional and Community Parks and Trail Projects – August & September 2016

Arrowsmith Community Trail (ACT)

The minutes of the November 3, 2016 ACT Sub-Committee were discussed including the following planning priorities:

Trail Project	Action	Priority
Carrothers Rd Trail	Planning & construction	2016 / 2017
Palmer Rd Trail (East)	Planning & construction	2017 / 2018
David Lundine Memorial Trail	Planning & construction	2017
Bellevue Corridor	Planning	2017

D. Roi advocated for moving up the time priority of a trail beside Palmer Road West but the committee determined that the present trail timeline priorities would remain.

MOVED R. Nosworthy, SECONDED A. Jablonski that Ms. McCulloch contact the Area Manager for the Ministry of Transportation and Infrastructure (MOTI) regarding placing a barrier on Palmer Road West.

CARRIED

MOVED R. Nosworthy, SECONDED A. Jablonski to adopt the recommendations contained in the Minutes of Arrowsmith Community Trail POSAC Sub-Committee meeting dated November 3, 2016 regarding the priorities for trail development.

CARRIED

Meadowood Community Park Community Centre Update

Chair Fell advised it is an ongoing process

E&N Regional Trail Update

Chair Fell suggested that the POSAC would like a tour of the trail before the opening at the end of this year.

2017 Work Plan

The Plan was reviewed. The reference to Palmer Road was revised to specify "east" Palmer Road.

MOVED B. Smith, SECONDED K. Kril to receive the reports.

CARRIED

NEW BUSINESS

RDN Recreation Notice

R. Nosworthy referred to the October 12, 2016 RDN Recreation Notice on two recreation projects for the District 69 (Oceanside) area and encouraged members to provide feedback on the Master Plan posted on the RDN website at www.rdn.bc.ca.

AJOURNMENT

MOVED B. Smith to adjourn the meeting at 8:45 p.m.

CARRIED

Chairperson

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
 February 6, 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	Driftwood Beach Access stair design	2016		Completed	
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access stair consultation and design	2017	2017 Q2	Not started	Planned for Spring 2017
A		2018-001	Beach Accesses	Driftwood Beach Access stairs construction	2018		Not started	Planned for 2018
A	15-568	2016-001	Cedar Plaza	Tipple construction	2016	2017 Q1	Delayed	Construction has started but is delayed due to weather.
A	15-568	2017-001	Cedar Plaza	Sign boards for the Tipple Structure	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 review and update	2017	2017 Q4	Not Started	Fall of 2017
B	15-565	2016-005	Cox	Entry sign installation	2016	2017 Q1	Underway	Sign is ordered and will be installed in the coming weeks
B	15-565	2016-006	Cox	Bench installation	2016	2017 Q1	Underway	Benches to be installed in next few weeks
B	Staff	2017-008	Decourcey stairs	Rebuild Beach Access stairs	2017	2017 Q3	Not started	Planned for the summer of 2017
B	16-677	2016-008	Development	Density transfer/subdivision review and comment	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	15-438	2017-005	Huxley	Sport Court upgrades	2017	2017 Q4	Not started	Timeline for project will be determined in once
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 Beach Access stairs	2017	2017 Q3	Not started	Planned for the summer of 2017
B	Staff	2017-010	Malspina Galleries	Trail work/garbage can install	2017	2017 Q3	Not started	Planned for the summer of 2017
B	16-346	2016-007	McCollum 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	15-089	2017-007	Rollo	Dog Park design - work with community group	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	Various upgrades	2016	2017 Q3	Delayed	Work to continue throughout 2017
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
C EW/PV	Posac	2018-003	Andres Dorrit	Information sign design and install	2018		Not started	Planned for 2018
C EW/PV	Posac	2018-004	Andres 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		Not started	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-CWrks	Board	2015-002	Blueback	Construction	2015	2017 Q2	Delayed	Work continued through the fall with the
E-CWrks	Posac	2106-011	Claudet	Final development	2016		Completed	
E-CWrks	16-564	2016-010	Oakleaf	Development as per plan	2016	2017 Q1	Underway	Phase 1 complete except for bench and signage. Signage is awaiting confirmed name for the park.
F	Posac	2017-012	ACT Trails	Land Agreement for trail development	2017	2017 Q1	Underway	Land agreement 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	Replace 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, 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, 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 on condition of the building	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	Assess sites and install signs at sites identified by the POSAC	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 - Lighthouse Community Centre Society	Blding upgrades as identified by the LCCS -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 crown parcels surrounding the park	2019		Not started	Planned for 2019
H	Other	2016-014	Roadside Trails	OPC planning - work with Planning Department on their process	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	Community Trails - GIS work and signs	2016	TBD	Underway	Signs installed at Hatchery. GIS captured trail data. Signs to be installed.
H	Posac	2018-013	Wildwood	Kiosk development and install - split with Regional	2018		Not started	Planned for 2018
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 - 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
Other - Comm	16-616	2016-018	Park Signage	Remove old and install simple signage	2016	2017 Q1	Underway	All most all signs removed and replaced with park name signs
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 -design new sign with volunteers and install	2018		Not started	Planned for 2018
REG	Operational	2016-028	Beachcomber	Management Plan development	2016	2017 Q2	Underway	First round public consultation completed. Draft plan being written.
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 communicate with residents	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 study and design - Weigles entrance	2017	TBD	Not started	Will begin with survey of area and preliminary design of parking lot in 2017

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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.
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 purchase	2017	TBD	Not started	TBD with new operator
REG	Staff	2018-018	Descanso	Septic field studies	2018		Not started	Planned for 2018
REG	Staff	2017-029	Englishman River	Geo technical study of the bank above the road	2017	2017 Q2	Not started	Work planned for the spring of 2017.
REG	Staff	2017-030	Englishman River	Repair road to Top Bridge	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 install	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	16-767	2017-024	Horne Lake Heritage Trail	Historic designation	2017	2020	Not started	
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
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 install	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 - work with event holders	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	16-666	2017-036	Mount Benson	Parking solution	2017	TBD	Underway	Staff investigating parking improvements for Board Consideration.

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Mngmnt Plan	2017-034	Naniamo River	Install benches	2017	2017 Q2	Not started	To start in the coming weeks.
REG	Mngmnt Plan	2017-033	Naniamo River	Interpretive signs design and install	2017	2017 Q3	Underway	Design of six interpretive signs complete. Installation to follow.
REG	Staff	2017-020	TCT	Timberlands Road trail head development	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 trail and parking lot in City of Parksville	2019		Not started	Planned for 2019. Timing depends on the City of Parksville
REG	Posac	2018-017	Wildwood/LHRT	Kiosk development and installtion - split with H	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 technical study of the slope for stair and bridge development	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.
REG CAP	Board	2017-022	E&N	Amenities and signs install	2017	2017 Q3	Underway	Staff assessing use and planning and developing amenities accordingly.
REG CAP	15-201	2017-035	Little Qualicum	Bridge upgrades	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 -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	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	Bridge and trail design and 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

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	16-654, 16-678	2016-020	Marine Trail	Partnership agreement	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 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		Partnerships	Meetings and on-going communication with partners			Ongoing	Ongoing
REG - Other	Operational	2017-042	RPT Plan	Develop RFP. Work with consultant on plan development	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
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 existing bylaw	2019		Not started	Planned for 2019
Other	Operational	2017-045	Call and Work Tracking	Install system and train staff	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 plans for parks	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 for purchase	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 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	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.