

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

Wednesday, February 28, 2018

7:00 P.M.

Lighthouse Community Centre

Pages

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF NEW MEMBER**
- 3. ELECTION OF SECRETARY**
- 4. APPROVAL OF THE AGENDA**
- 5. ADOPTION OF MINUTES**
 - 5.1 Electoral Area 'H' Parks and Open Space Advisory Committee Meeting - June 8, 2018** **3**

That the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held June 8, 2017, be adopted.
 - 5.2 Notes of the Electoral Area 'H' Parks and Open Space Advisory Committee Meeting - November 30, 2017** **6**

That the Notes of the Electoral Area 'H' Parks and Open Space Advisory Committee Meeting - November 30, 2017 be received for information.
- 6. DELEGATIONS**
- 7. CORRESPONDENCE**
 - 7.1 E. McCulloch, Parks Planner to T. Silbernagel, Ministry of Transportation and Infrastructure, re: McColl Road Water Access** **8**
 - 7.2 E. McCulloch, Parks Planner, to A. Millcor, re: Nooday Road Water Access for Hwy 19A** **9**
 - 7.3 E. McCulloch, Parks Planner, re:Dunsmuir Community Park Development – Project Scope** **11**
- 8. UNFINISHED BUSINESS**

9. REPORTS

9.1 Parks Update Report - Spring and Summer 2017 28

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

9.2 Parks Update Report – Fall 2017 41

That the Parks Update Report - Fall 2017 be received for information.

10. BUSINESS ARISING FROM DELEGATIONS

11. NEW BUSINESS

11.1 Signage Strategy for Community Parks and Trails

12. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
THURSDAY, JUNE 8, 2017
10:00 AM**

(Lighthouse Community Centre, Qualicum Bay)

ATTENDANCE: Bill Veenhof, Chair, Director, RDN Board
Nancy Robertson
Valerie Weismiller
Dagmar Seydel

REGRETS: Vanessa Howard, secretary

STAFF: Elaine McCulloch, Parks Planner

CALL TO ORDER

Chair Veenhof called the meeting to order at 10:00am.

V. Howard was not present at the meeting. E. McCulloch agreed to take the minutes for the meeting.

APPROVAL OF AGENDA

It was moved and seconded that the Agenda be approved.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

It was moved and seconded that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held March 1, 2017, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

Andrew Girouard Re: Noonday Road Trail Development Request

The delegation requested that the POSAC consider undertaking improvements to the existing undeveloped road right-of-way (ROW) located south of the Highway 19A between the highway and Bovanis Road. The public currently trespasses over private property to get to the Noonday Road public beach access via Gladys Rd. It is suggested that a trail along this ROW would provide the public direct access to this beach access.

Jeanette Runions Re: McColl Rd. Water Access

The delegation requested that a public beach access be developed and beach access signs be installed along the developed portion of McColl Rd. between Highway 19A and the waterfront. There is concern that the neighbours have developed their driveway within the road ROW in such a manner that rip rap boulders block public access to the beach. The delegation urged the POSAC to reconsider their previous decision not to proceed with public access development and signage at this site.

Guy Jellis Re: McColl Rd. Water Access

The delegation requested that a public beach access be developed and beach access signs be installed along the developed portion of McColl Rd. between Highway 19A and the waterfront. There is concern that the neighbours have developed their driveway within the road ROW in such a manner that rip rap boulders block public access to the beach. The delegation indicated that local residents were told when they purchased their properties that there was a public access at this site and urged the POSAC to reconsider their previous decision not to proceed with public access development and signage at this site.

CORRESPONDENCE

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

Jeanette Runions , (and RDN reply) RE: Water Access #29 Concerns
Guy Jellis, (and RDN Reply) RE: McColl Rd. Water Access

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

Highway 19A Thames Creek Road Pullout Improvement Request

The POSAC members visited this site after the last meeting to assess the delegation's request for the RDN to restore the view out from the Highway 19A pullout located near Thames Creek. The site is currently managed by the Ministry of Transportation and Infrastructure and maintained by Emcon. Maintaining this view corridor would potentially involve the removal of smaller trees and limbing up the larger trees as well as ongoing shrub pruning.

It was moved and seconded that no further action be taken regarding the request for the Regional District of Nanaimo to undertake improvements to the Thames Creek pullout on Highway 19A.

CARRIED UNANIMOUSLY

STAFF REPORTS

Monthly Update Regional and Community Parks and Trail Projects: Fall 2016

It was moved and seconded that the parks quarterly update for January to March 2017 be received as information.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM DELEGATIONS

Noonday Road Trail Development Request

Committee members to look at the proposed Noonday Rd trail development site located south of the Highway 19A in advance of the next meeting.

It was moved and seconded that the Noonday Rd trail development be added to the next POSAC meeting.

CARRIED UNANIMOUSLY

McColl Rd. Beach Access

It was moved and seconded that staff be directed to contact the Ministry of Transportation and Infrastructure regarding encroachment onto the McColl Rd undeveloped Right of Way.

CARRIED UNANIMOUSLY

NEW BUSINESS

Five-Year Plan (2017-2021)

It was moved and seconded that Electoral Area 'H' Five-Year Plan be accepted as presented.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved that the meeting be adjourned at 11:30 am.

CARRIED UNANIMOUSLY

Chair

REGIONAL DISTRICT OF NANAIMO

**MEETING NOTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
THURSDAY, November 30, 2017
10:00 AM**

(Lighthouse Community Centre, Qualicum Bay)

ATTENDANCE: Bill Veenhof, Chair, Director, RDN Board
Nancy Robertson
Vanessa Howard, secretary

REGRETS: Two positions vacant

STAFF: Elaine McCulloch, Parks Planner

CALL TO ORDER

Chair Veenhof declined to call the meeting to order due to the absence of a quorum at 10:00am.

An informal discussion followed.

Monthly Update Regional and Community Parks and Trail Projects

Regional and Community Parks and Trail Projects were discussed.

Noonday Road Trail Development Request

There was discussion about the Noonday access. Noonday is one of the proposed sites for the sewage outfall. If the Noonday proposal moves forward, there may be an opportunity to explore waterfront trail access within the development.

McColl Rd. Beach Access

There was discussion about the McCall Road beach access. Permits regarding the driveway development was investigated by RDN staff. A request was submitted to MOTI to further investigate their permitting now that a more accurate time frame can be provided.

Dunsmuir Tennis Courts

There was discussion on the Dunsmuir park site. The existing tennis courts are beyond reasonable repair or resurfacing. The park is very important to the community and should support the needs of the multiple demographics and user groups in the area. Therefore, consideration of a multi use sport court supersedes a tennis court replacement. If a sport court is developed, there is no need for the existing small sport court to be incorporated into staff plans.

With consideration of the discussion, Director Veenhof directed that a sport court be developed at the Dunsmuir Tennis Court site and that the existing smaller sport court need not be maintained within the new park plan.

POSAC Members

Discussion about the value of the committee to the community, director, and RDN staff ensued. Nancy Robertson stated her intent to continue with the committee. Further discussion regarding meeting time flexibility in order to accommodate other community members who may have commitments at the current meeting time.

From: [Silbernagel, Tim TRAN:EX](#)
To: [McCulloch, Elaine](#)
Subject: RE: McColl Rd, Bowser water access
Date: Monday, July 10, 2017 2:33:25 PM

Good afternoon Elaine. I could find no record of Permits issued for this area for the last 10 years. I forwarded to Area manager Cindy Corner to see if she knows anything about the site, I suspect not, but will let you know if she does.

Tim Silbernagel

Development Approvals Technician
Ministry of Transportation and Infrastructure
Vancouver Island District Office
3rd Floor - 2100 Labieux Road, Nanaimo V9T 6E9
(250) 751-3253 / cell (250) 713-4316
fax (250) 751-3289

From: McCulloch, Elaine [mailto:EMcCulloch@rdn.bc.ca]
Sent: Thursday, June 29, 2017 10:11 AM
To: Silbernagel, Tim TRAN:EX
Cc: Marshall, Wendy; Osborne, Tom; Bill Veenhof; Dobbs, Mark
Subject: McColl Rd, Bowser water access

Hi Tim,

We have heard concern from two local people who live near McColl Rd, just south of Bowser, that the McColl Rd water access is blocked by the driveway and related bank stabilization for 56 Island Highway. I have been requested to investigate the background on this driveway construction and to ascertain whether it has been done under permit with MoTI and/or if it is considered to be trespass on the undeveloped road. These residents would like the opportunity to access the waterfront at this location and feel that the rip rap blocks them from doing so. I have attached a map and some site photos and the following link is a recent article regarding this issue that came out in the PQ News.

<http://www.pqbnews.com/news/bowser-residents-want-a-trail-built-at-mccoll-road-beach-access/>

Thanks for your help on this.

Elaine McCulloch

Parks Planner

RDN Recreation & Parks
Oceanside Place
830 West Island Highway, Parksville BC V9P 2X4

Office 250-248-4744 Ex. 3656

From: [McCulloch, Elaine](#)
To: ["Andrew Millcor"](#)
Cc: [Marshall, Wendy](#); [Dobbs, Mark](#)
Subject: RE: Noonday Road water access from Hwy 19A
Date: Friday, November 24, 2017 3:35:54 PM
Attachments: [image003.png](#)

Hi Andrew,

I have contacted the RDN Engineering Dept. regarding your inquiry whether a public walkway could be developed along the undeveloped portion of Noonday Road to connect to the Noonday water access as part of the Bowser sewer plan. The Noonday Rd route is one of three potential sewer outfall route options the RDN is currently investigating. The project manager for this project is aware of the opportunity of developing a trail in this location and if Noonday Road ends up being the preferred sewer outfall route we will work together to investigate this opportunity further. We will know more on this hopefully by Feb/March of next year.

Thanks for bringing this to our attention.

Cheers,

Elaine McCulloch

Parks Planner

RDN Recreation & Parks
Oceanside Place
830 West Island Highway, Parksville BC V9P 2X4

Office 250-248-4744 Ex. 3656
Cell 250 927-0387
Fax 250-248-3294
www.rdn.bc.ca

June 8, 2017 POSAC meeting

Delegation: Andrew Millcor RE: Noonday Rd Trail Development Request



From: Andrew Millcor [mailto:millcor@shaw.ca]

Sent: Thursday, September 28, 2017 6:57 PM

To: McCulloch, Elaine

Subject: RE: Noonday Road water access from Hwy 19A

Elaine, I don't know if you are aware of the RDN putting in a sewer fallout pipe down Noonday rd to the beach. Wouldn't be a great idea to finish off the project with a public walkway?????

TO: Electoral Area 'H' Parks and Open Space
Advisory Committee

Meeting Date: February 22, 201

FROM: Elaine McCulloch
Parks Planner

Project No. 2018-012

SUBJECT: Dunsmuir Community Park Development – Project Scope

REQUEST

1. That the Parks and Open Space Advisory Committee provide direction to staff regarding the preferred project scope and provide a recommendation regarding project phasing for Dunsmuir Community Park.

BACKGROUND

Based on input from the community and the Parks and Open Space Advisory Committee (POSAC) through the master planning process, park development is to include a playground with traditional play equipment suitable for the 2-5 and 5-12 age groups and youth, a new sports court, and off road parking; future phases will focus on the development of a network of park trails/boardwalks throughout the remainder of the Park. The following January 24, 2017 Board direction instructed staff to proceed with construction drawings for Dunsmuir Community Park.

That staff proceed with preparing construction drawings for Concept Plan A for Dunsmuir Community Park.

Anticipated Project Tasks:

1. Electoral Area 'H' Parks and Open Space Committee to provide staff direction regarding project scope and budget – February 22, 2018.
2. Staff Report to Board for direction to tender project and allocate funds for park development.
3. Issue a Request for Proposals to select playground equipment (if required).
4. Complete construction drawings and tender package; issue tender.
5. Staff Report to Board for direction to award tender to recommended contractor (if required).
6. Park construction to occur summer/fall 2018.

Construction drawings and costing are 80% complete (Attachment 1) and in order to facilitate discussion and further define the project scope, three cost estimate options have been provided that itemize the park elements and illustrate how increasing the project scope impacts the projected budget (Attachment 2).

All three options include the provision of the following elements: park gravel driveway and 10-car parking lot; removal and replacement of the existing cracked tennis and sports courts with a new asphalt sports court; playground equipment for the 2-5 and 5-12 age groups; porta-potty with wood surround; split rail fencing along driveway; panel fencing along property lines; benches; picnic tables;

and a park identification sign. The summary below identifies the differences between each option and the corresponding effect they have on the project budget.

Summary of Options

OPTION	COST ESTIMATE (\$)		BASIS OF ESTIMATE
Option 1	Professional Fees	11,400	Based on the initial project Preferred Concept Plan, 2016. Includes gravel paths and \$47,000 in play equipment.
	Park Development	304,865	
	TOTAL	316,265	
Option 2	Professional Fees	11,400	Includes concrete paths and \$80,000 in play equipment.
	Park Development	363,364	
	TOTAL	374,764	
Option 3	Professional Fees	13,200	Includes concrete paths, wooden boardwalk, shade structure, First Nations wood carving, and \$80,000 in play equipment.
	Park Development	390,964	
	TOTAL	404,164	

FINANCIAL IMPLICATIONS

The preliminary cost estimate for Dunsmuir Community Park Construction is between \$316,265 and \$404,164 depending on the POSAC’s preferred project scope. The total funds available for 2018 Dunsmuir Community Park construction is \$214,659 as illustrated in the table below.

2018 Potential Project Funding Sources

Source	Amount
2018 EA ‘H’ Community Parks Budget – Trails Initiative (if no projects identified)	\$ 15,000
2018 EA ‘H’ Community Parks Budget – Transfer to Reserves	\$ 20,000
2018 Reserve Funds	\$ 69,659
2015 Donation	\$ 10,000
EA ‘H’ Community Works Funds	\$ 100,000
POTENTIAL 2018 FUNDING TOTAL	\$ 214,659

* These funds include the \$20,000 amenity contribution received in 2012 through rezoning (File No. PL2011-178) which are to be used towards playground construction in the Dunsmuir area.

The POSAC is requested to provide direction on project construction phasing. Outlined below are two potential phasing options to be considered:

- Phasing Option 1: Construct sports court and parking lot in 2018 and complete the playground and remaining elements as a future phase once funding is available.
- Phasing Option 2: Construct playground and parking lot in 2018 and complete the sports court and remaining playground elements as a future phase once funding is available.
- Phasing Option 3: Construct entire project once funding is available, no phasing.

The estimated yearly maintenance costs for the improved park facility is \$7,500 and includes regular maintenance services, garbage pick-up services, porta-potty services and water connection fees. This is an increase of \$5,220 from 2017 maintenance costs. Parks operations staff hours would be approximately 105 hrs (15 days) per year and would involve playground inspections (every 90 days), regular park inspections and minor maintenance (every 2 weeks), and power washing of the sports court and play equipment (once a year).

**ATTACHMENT 1
Dunsmuir Community Park
Landscape Plan and Details – 80% complete**

ATTACHMENT 2
Dunsmuir Community Park
Preliminary Cost Estimates

ATTACHMENT 1
Dunsmuir Community Park
Landscape Plan and Details – 80% complete



PLANT LIST

Key	Qty	Botanical Name	Common Name	Pot Size	Spacing
Deciduous Shade Tree					
Am		Acer macrophyllum	Big Leaf Maple	#5	
Play Space Plantings					
Evergreen Shrubs					
Gs		Gaultheria shallon	Salal	#1	60 cm o.c.
Mn		Mahonia nervosa	Dull Oregon Grape	#1	60 cm o.c.
Vo		Vaccinium ovatum	Evergreen Huckleberry	#1	60 cm o.c.
Ground Cover					
Auu		Arctostaphylos uva-ursi	Kinnikinnick	10 cm	45 cm o.c.
Fv		Frageria vesca	Wild Strawberry	10 cm	45 cm
Ferns					
Pm		Polystichum munitum	Sword Fern	#1	60 cm o.c.
Perennials/Grasses					
My		Miscanthus yaku jima	Maiden Grass	#1	60 cm o.c.
Nd		Nepeta dropmore blue	Catmint	#1	60 cm o.c.
Pa		Penisetum alopecuroides	Fountain Grass	#1	60 cm o.c.
Buffer with Neighbours					
Deciduous Shrubs					
Aa		Amelanchier alnifolia	Saskatoon	#1	1.2m o.c.
Cs		Cornus sericea	Red Osier Dogwood	#1	1.2m o.c.
Hd		Holodiscus discolor	Ocean Spray	#1	1.2m o.c.
Oc		Oemleria cerasiformis	Indian Plum	#1	1.2m o.c.
Pca		Physocarpus capitatus	Pacific Ninebark	#1	1.2m o.c.
Rs		Ribes sanguineum	Red Flowering Currant	#1	1.2m o.c.
Rn		Rosa nutkana	Nootka Rose	#1	1.2m o.c.
Rp		Rubus parviflorus	Thimbleberry	#1	1.2m o.c.
B		Vaccinium	Blueberries	#1	1.2m o.c.
Wetland Plants for Bioswale					
Co		Carex obnupta	Slough Sedge	#1	60 cm o.c.
Ie		Iris ensata	Blue Flag Iris	#1	60 cm o.c.
Sm		Scirpus microcarpus	Small-flowered Bulrush	#1	60 cm o.c.

NOTES:

1. Seed Mix to be Pickseed Coastal Native Sodgrass Mixture, or equivalent.

DESIGN ELEMENTS



1 PLAY POLES
special feature for the play ground, marks the entrance, directs children's movement around and through space, makes space visible from a distance, adds colour & interest to the area



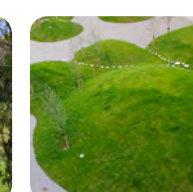
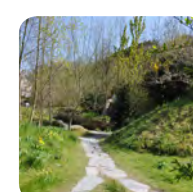
2 BOARDWALK & LOOKOUT
focal point for playground, provides sheltered space for sitting, marks edge of playground and forest/wetland



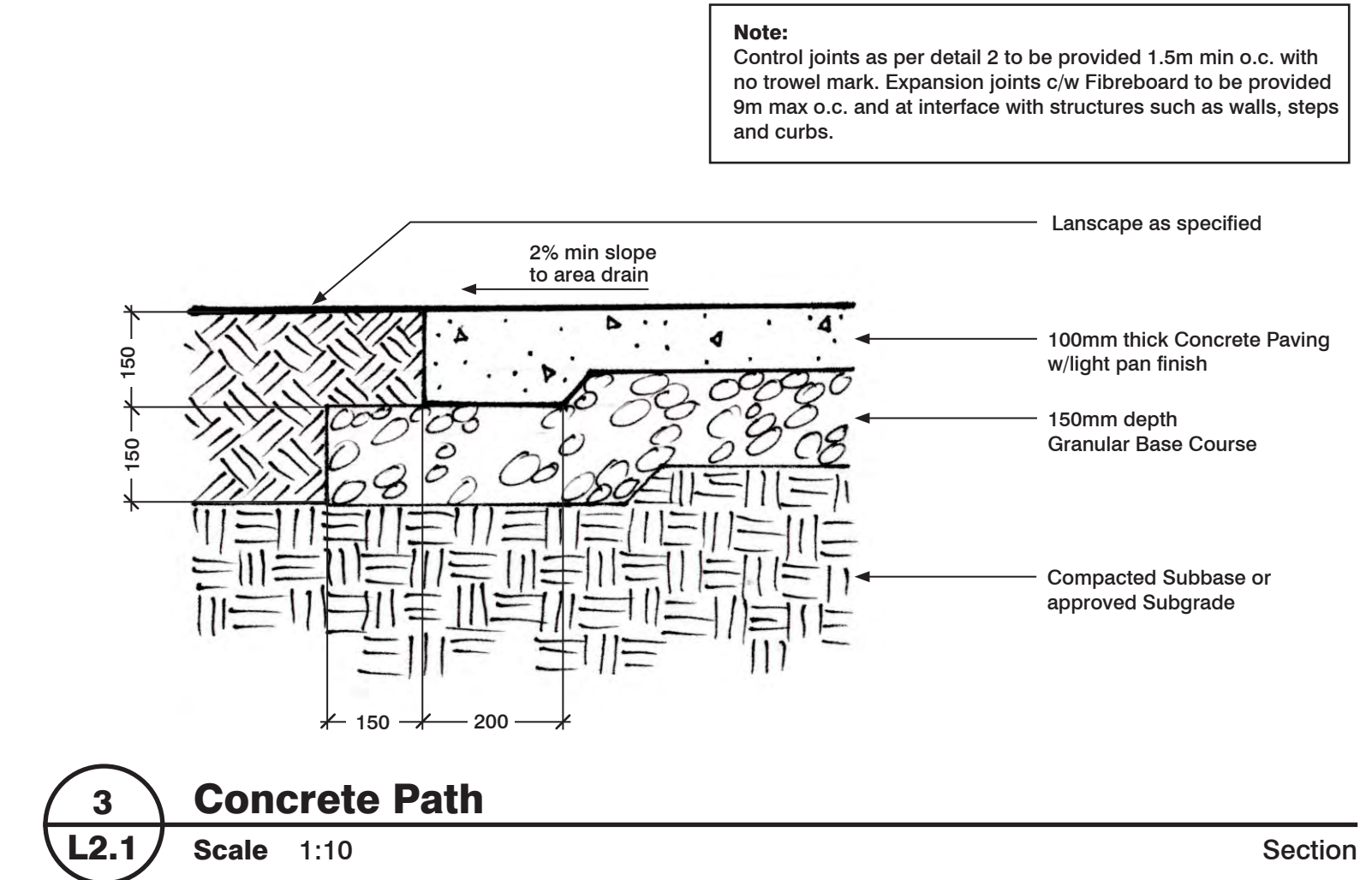
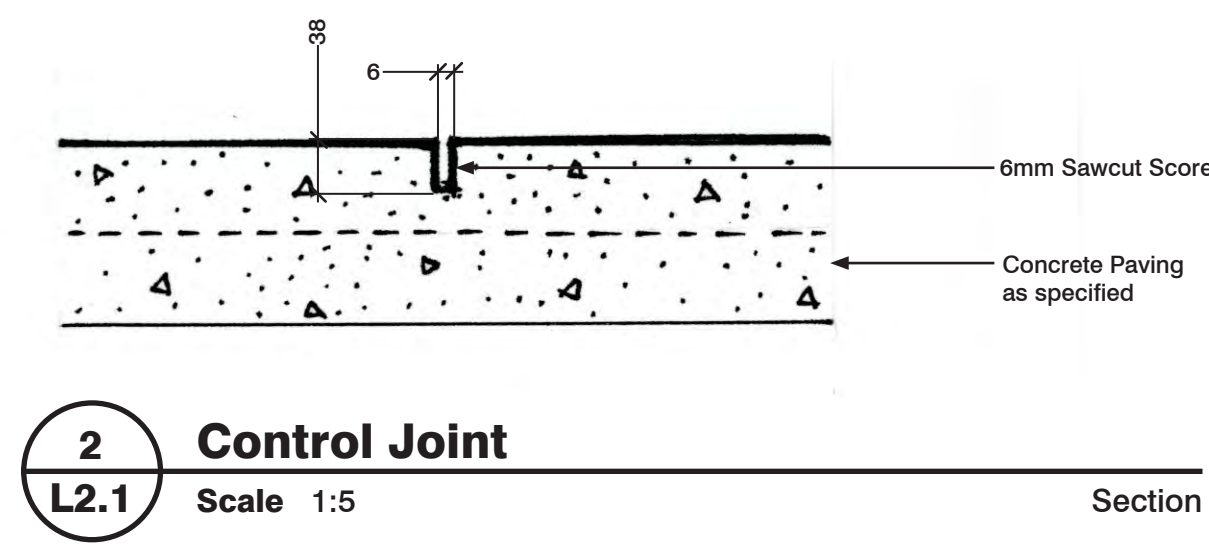
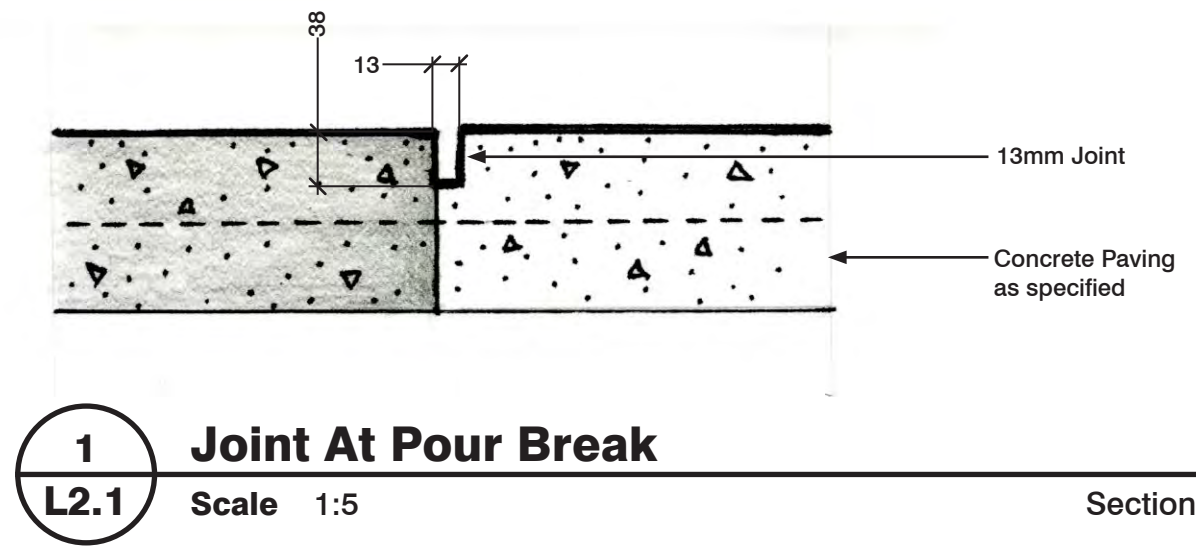
3 CIRCULAR PAVED PATH
defines space, connects play ground elements, provides continuous movement for children on foot or on wheels, accessible to most users



4 NATURAL PLAY AREA
provides play for younger children, utilizes natural elements for play, logs is a boat, house, kitchen, dinosaur, etc.), sand to manipulate, enclosed by low grassy meadow hill

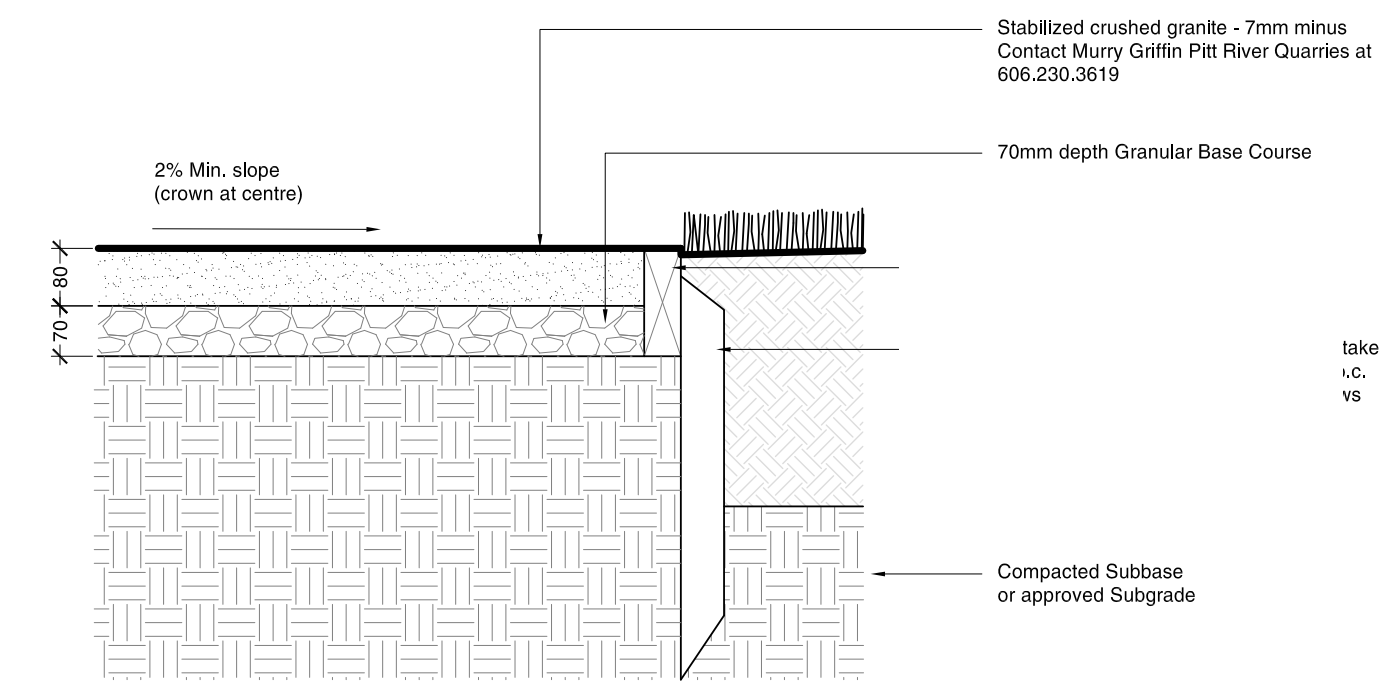


5 GRASSY HILLS
shape the play space, provide up & down movement for children, form a look out over the play ground, create a barrier from adjacent properties and parking



TO BE DRAWN

4 **Concrete Paving Pattern**
L2.1 Scale 1:10 Section

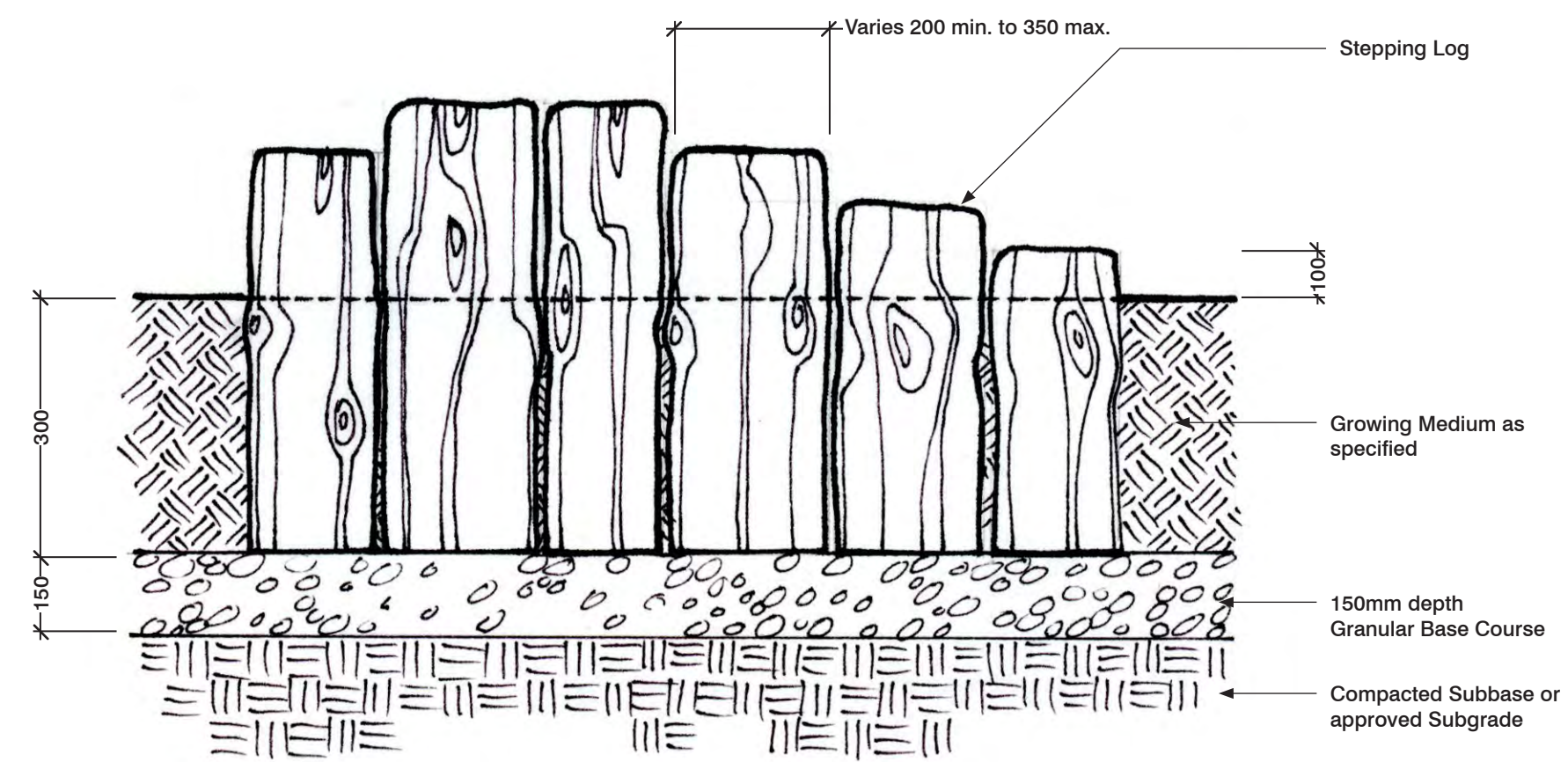


TO BE DRAWN

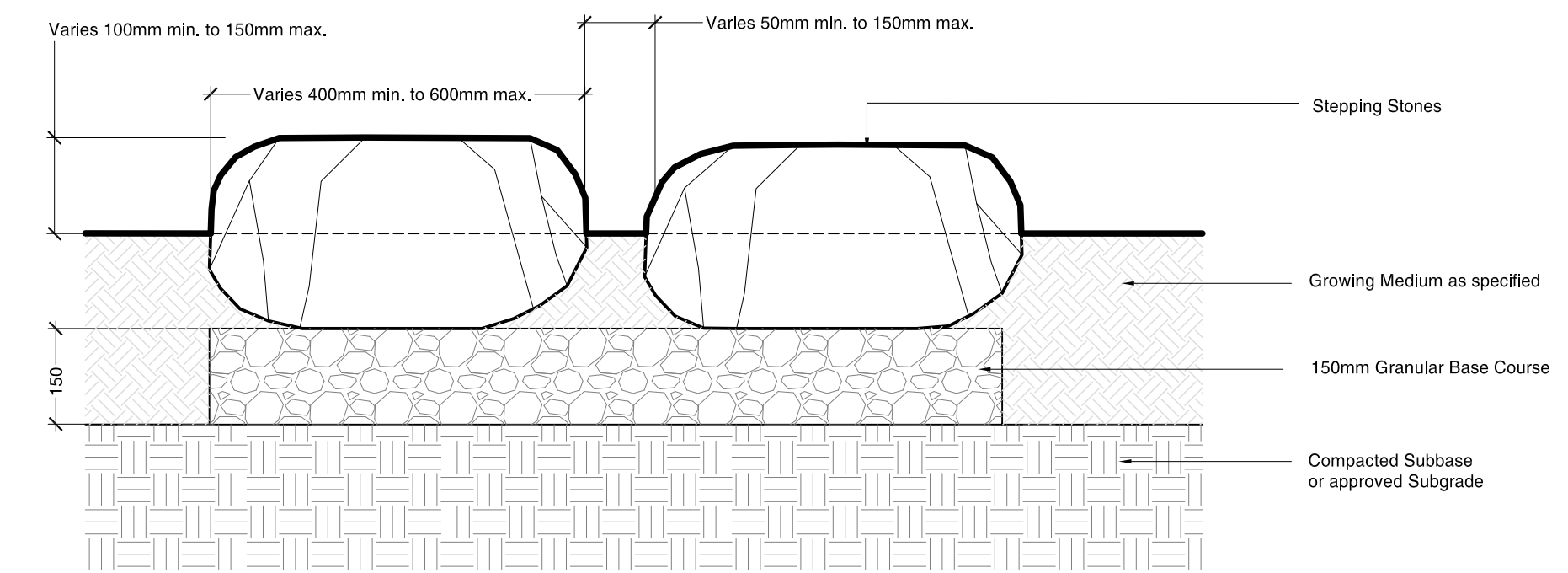
6 **Parking Surfacing**
L2.1 Scale 1:10 Section

TO BE DRAWN

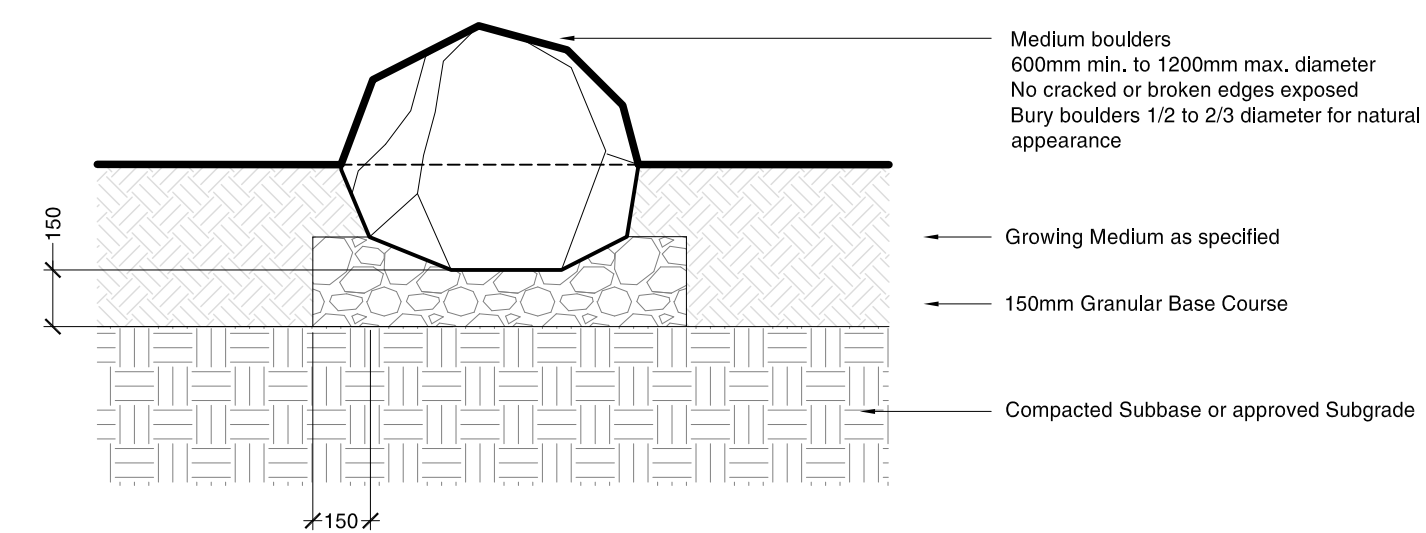
7 **Parking Wheel Stop**
L2.1 Scale 1:10 Section



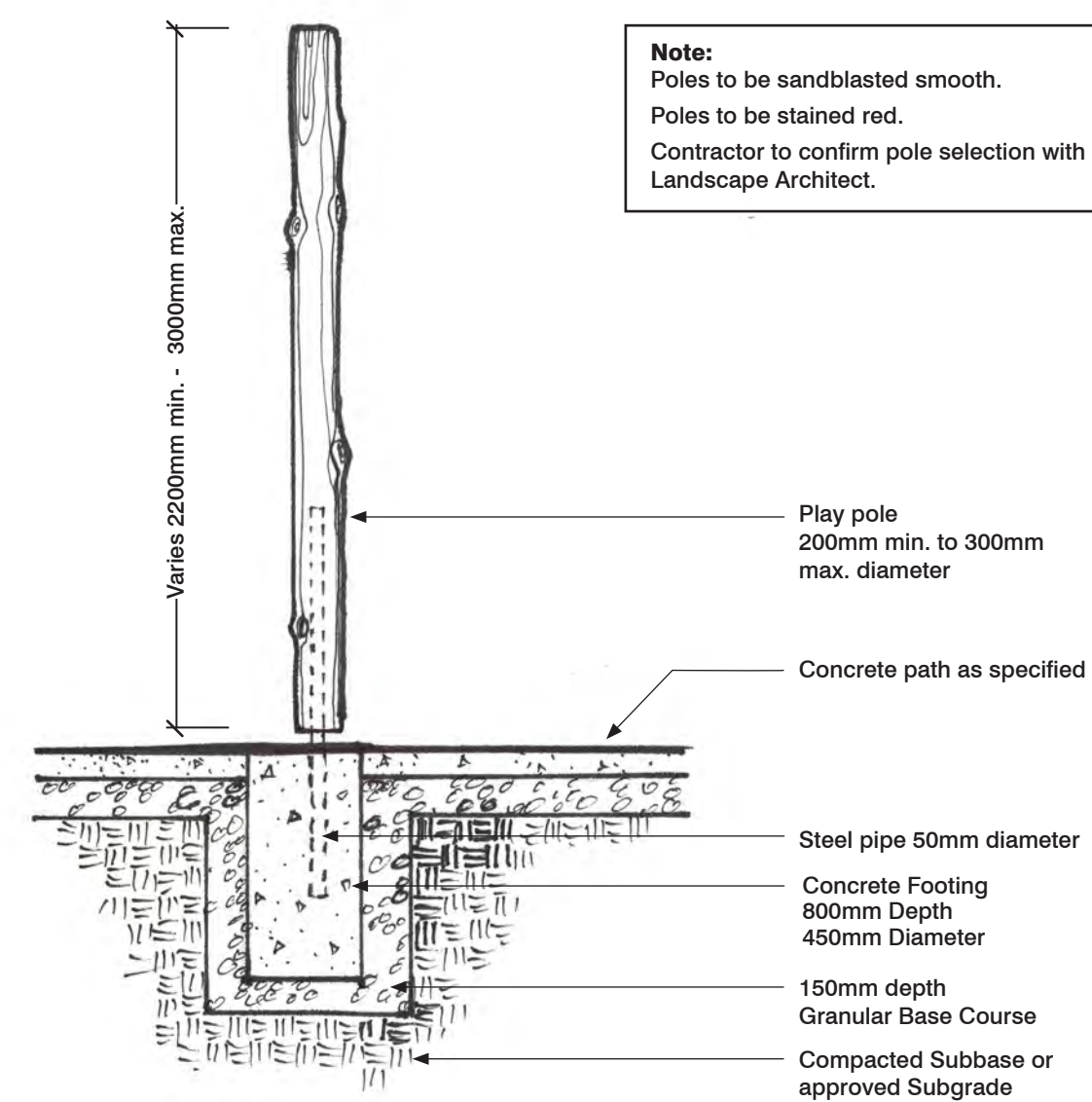
8 Stepping Logs
L2.2 Scale 1:15 Section



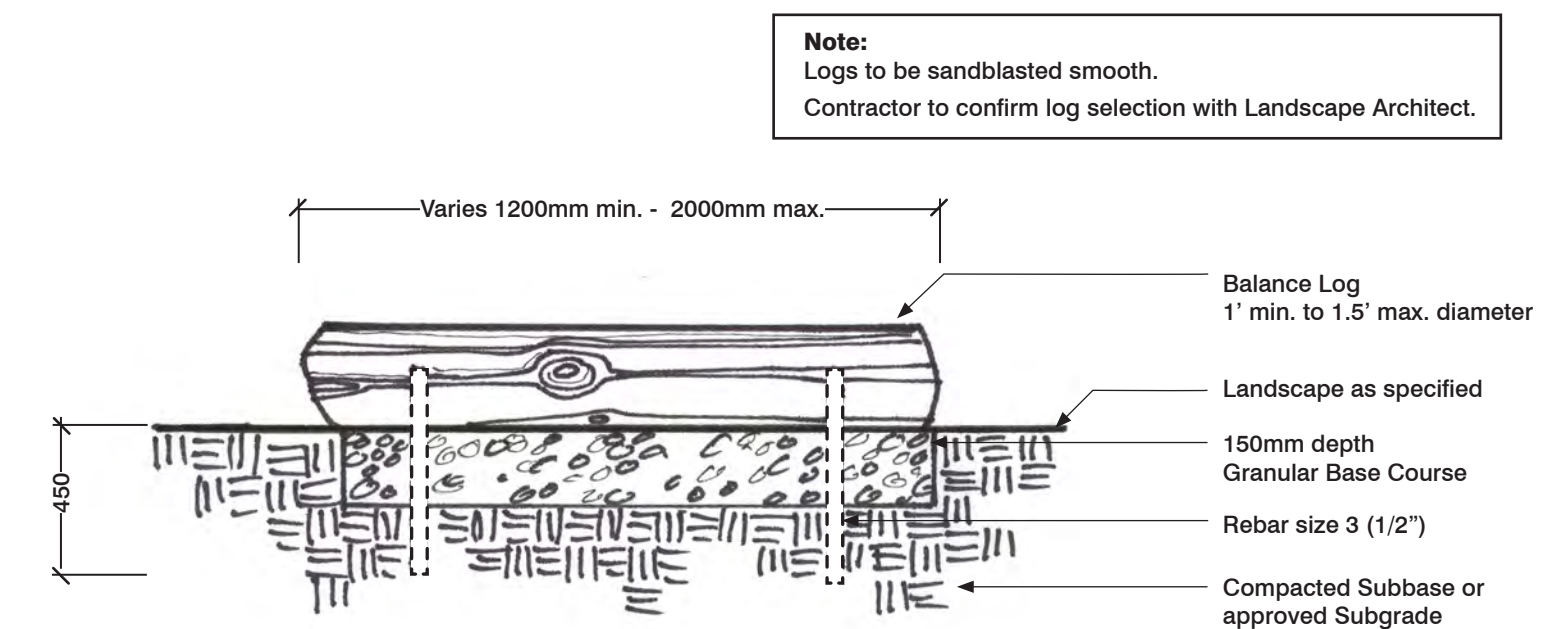
9 Stepping Stones
L2.2 Scale 1:10 Section



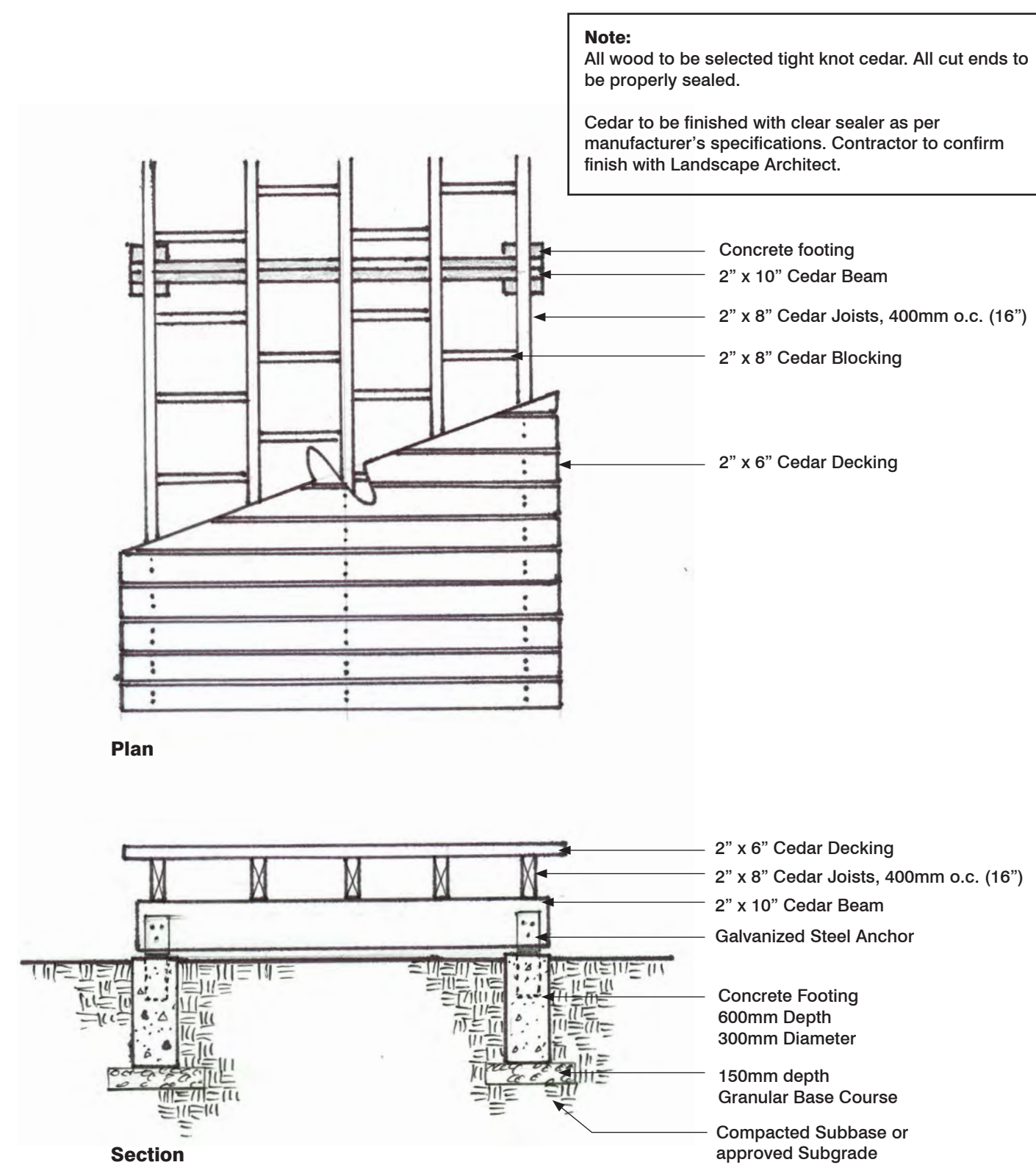
10 Boulder
L2.2 Scale 1:20 Section



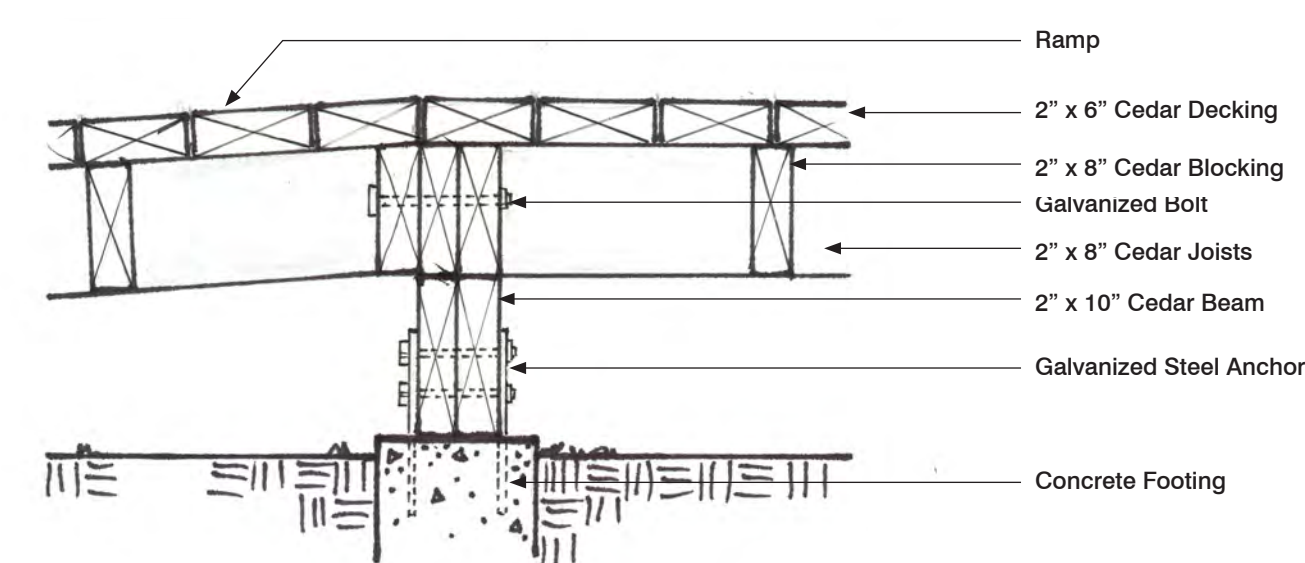
11 Play Pole
L2.2 Scale 1:25 Section



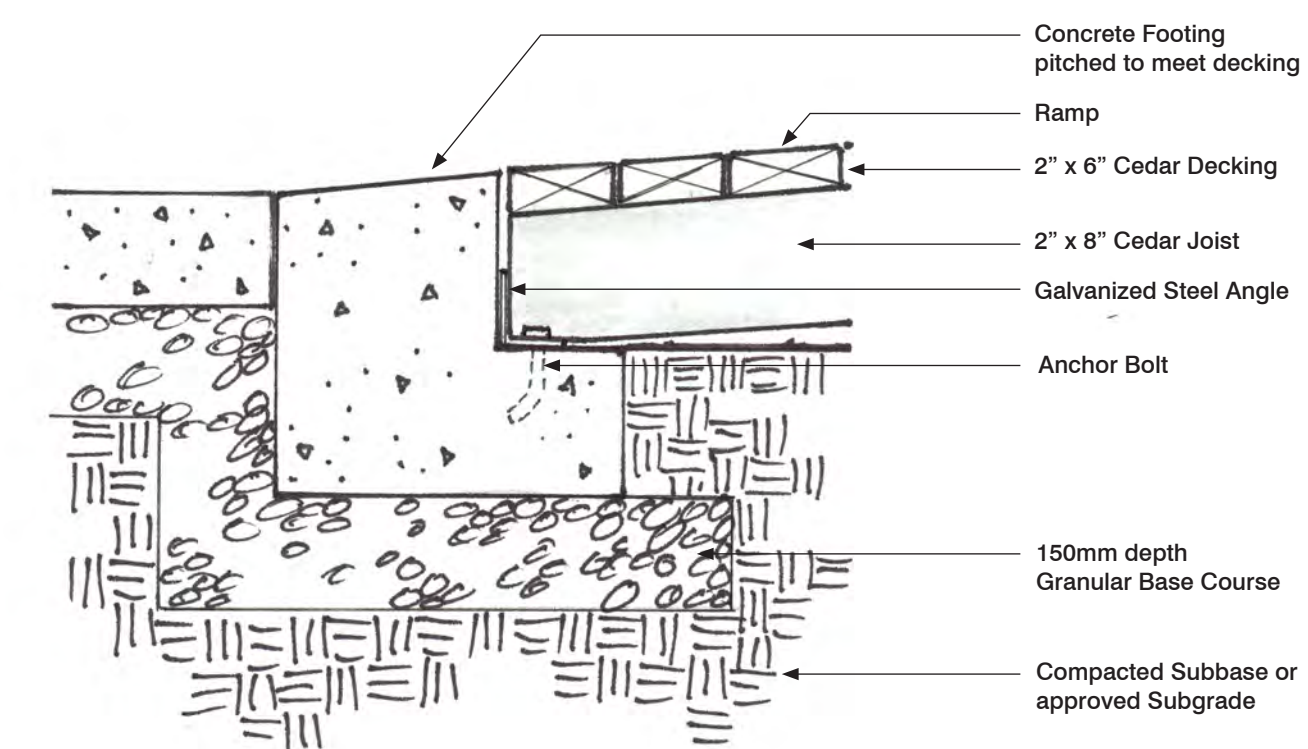
12 Balance Log
L2.2 Scale 1:25 Section



13 Boardwalk Typical
L2.2 Scale 1:25 Section / Plan



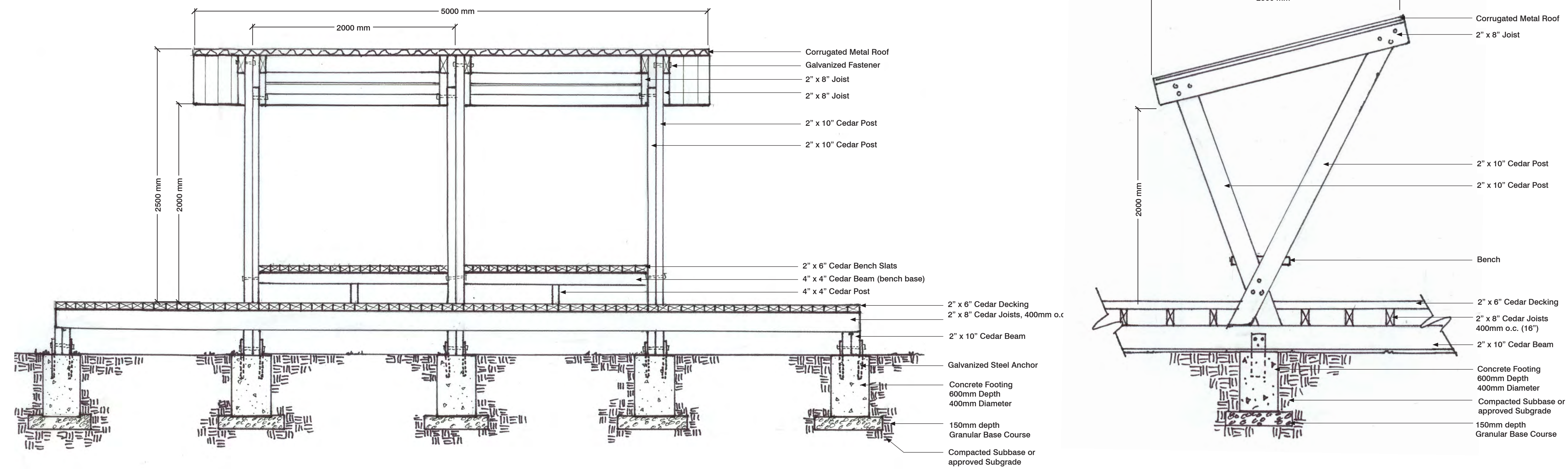
14 Top of Boardwalk Ramp
L2.2 Scale 1:10 Section



15 Boardwalk Ramp Footing
L2.2 Scale 1:10 Section

NO.	DATE	ISSUE
1	18-02-06	80%

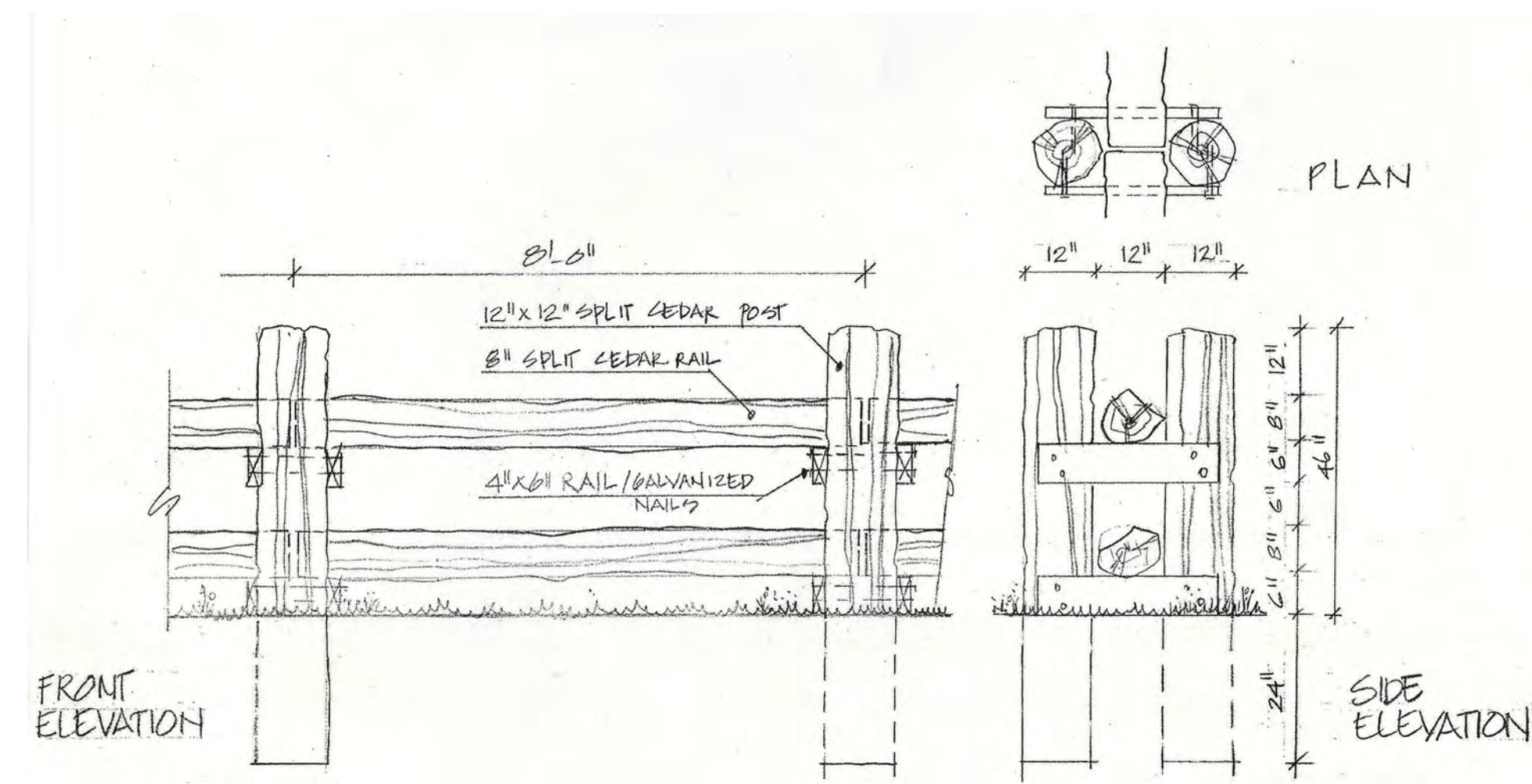
NO.	DATE	REVISION
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16 Shelter
L2.3 Scale 1:25

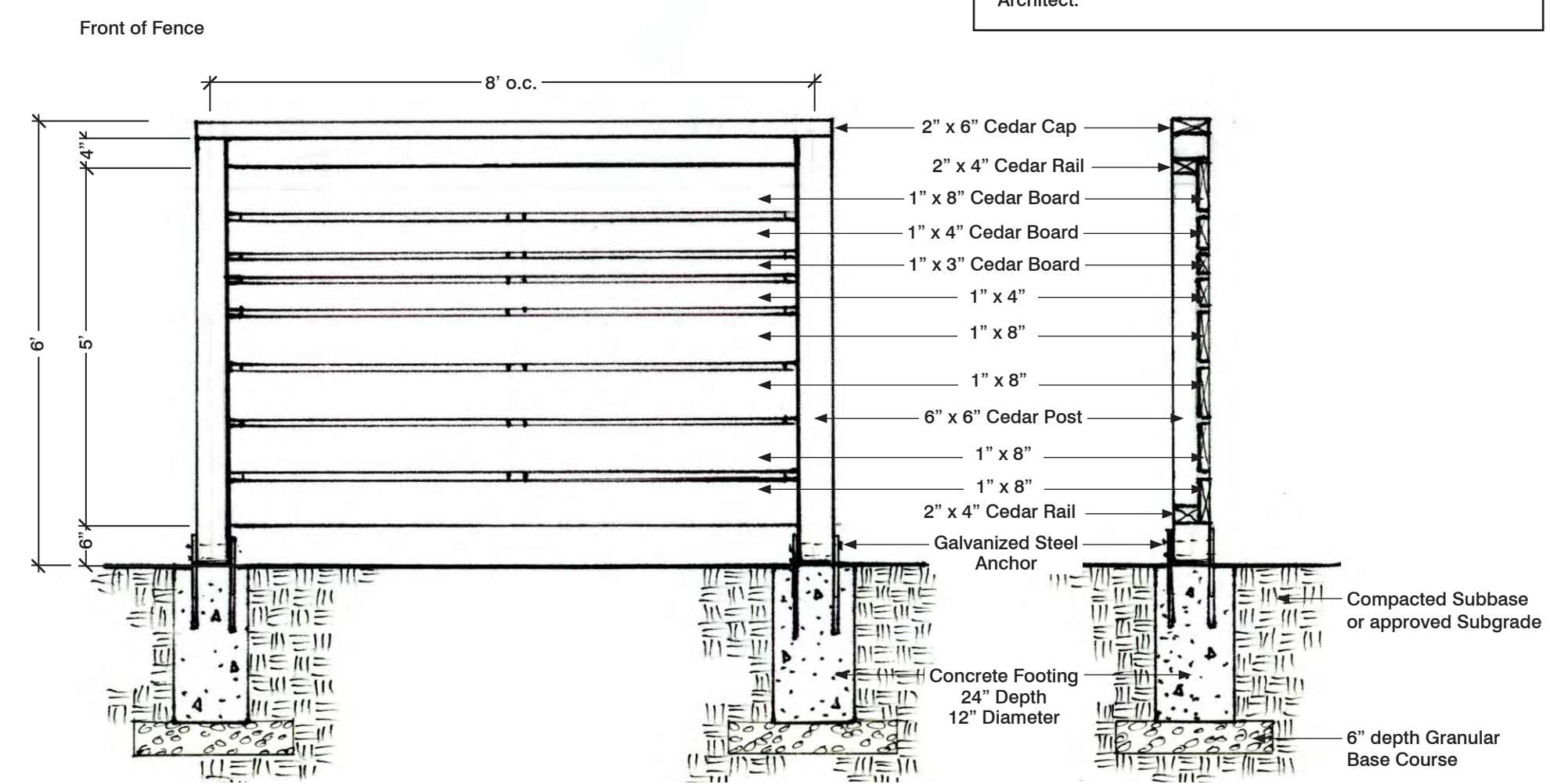
Section / Side Elevation

Note:
All metal fasteners to be hot dip galvanized.
Cedar to be finished with clear sealer as per manufacturer's specifications. Contractor to confirm finish with Landscape Architect.



17 Split Rail Fence
L2.3 NTS

Section



18 Fence Screen
L2.3 Scale 1:25

Section

PROJECT

DUNSMUIR COMMUNITY PARK

326 Horne Lake Road
Qualicum Beach, BC

LANDSCAPE DETAILS

All drawings and specifications are the copyright property of the Landscape Architect. Use or reproduction of documents in whole or in part is subject to the Landscape Architect's specific consent.

PROJECT	17010
DB	KS CB VD

SCALE	NTS
DATE	February 06, 2018

NO.	DATE	ISSUE
1	18-02-06	80%

NO.	DATE	REVISION
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PROJECT

DUNSMUIR COMMUNITY PARK

326 Horne Lake Road
Qualicum Beach, BC

LANDSCAPE DETAILS

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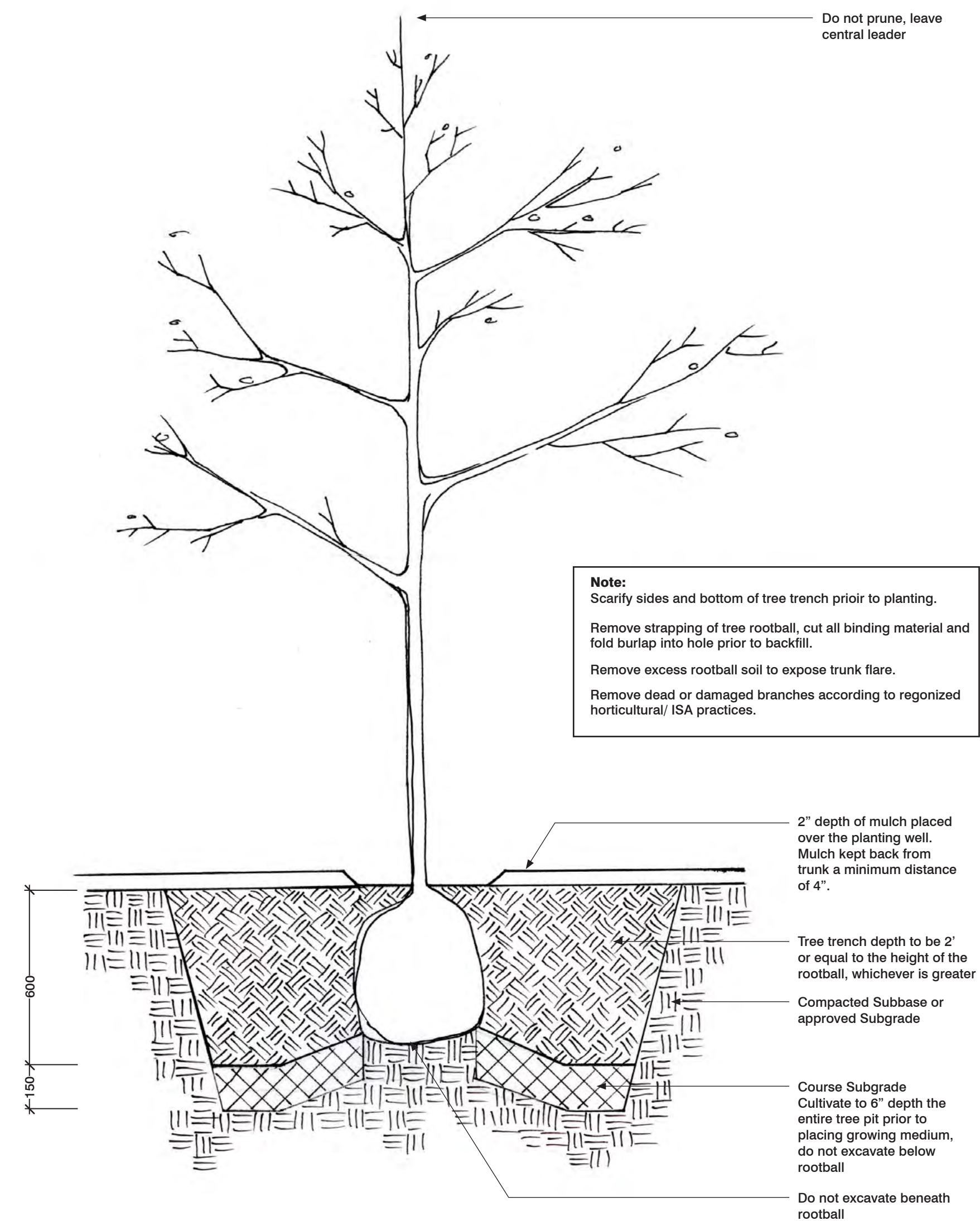
PROJECT	17010
DB	KS CB VD

SCALE	NTS
DATE	February 06, 2018



NEED TO COORDINATE WITH RDN

19 Picnic Table
L2.4 Scale 1:25 Section



29 Tree in Planting
L2.2 Scale 1:20 Section

NEED TO COORDINATE WITH RDN

21 Bench
L2.4 Scale 1:25 Section

NEED TO COORDINATE WITH RDN

20 Garbage Receptacle
L2.4 Scale 1:25 Section

NEED TO COORDINATE WITH RDN

23 Entrance Sign
L2.4 Scale 1:25 Section

NEED TO COORDINATE WITH RDN

22 Bollard
L2.4 Scale 1:10 Section

ATTACHMENT 2
Dunsmuir Community Park
Preliminary Cost Estimates

PRELIMINARY COST ESTIMATE

PROJECT: Dunsmuir Community Park

LOCATION: 326 Horne Lake Road

DATE: February 6, 2018

Preliminary Cost Estimate 2016: \$187,632 (inc. 10% contingency)

OPTION 1 - as per Preliminary Concept Design, 2016 + new sports court

Includes: Gravel paths, Play Equipment (\$47,000), no covered shelter, no boardwalk

ITEM	UNIT	QUANTITY	UNIT COST	TOTALS
Professional Fees				
Construction Administration	allow.	1	4,500	4,500
Geotechnical Engineering	allow.	1	3,000	3,000
Structural Engineering, covered area	allow.	1	1,200	0
survey	allow.	1	2,000	2,000
SUBTOTAL, PROFESSIONAL FEES				9,500
Contingency (20%)				1,900
TOTAL, PROFESSIONAL FEES				11,400

PLAYGROUND

Mobilization	allow.	1	1,000	1,000
SUBTOTAL, Site Mobilization				1,000

Site Preparation				
site grading, mounding, clearing, removals	allow.	1	10,000	10,000
water tie-in and water line to site	allow.	1	3,500	3,500
water connection charge	allow.	1	1,000	1,000
utility pole relocation	allow.	1	13,000	13,000
SUBTOTAL, Site Preparation				27,500

Hard Landscape - Built Features, Surfacing and Paving				
parking lot & driveway, 200mm 3" minus, 100mm 5/8" crush	allow.	1	18,000	18,000
boulder barriers	allow.	1	500	500
concrete wheel stops	each	10	100	1,000
concrete paths	sq.m.	88	204	0
concrete path, boardwalk replacement option	sq.m.	25	204	0
boardwalk, 1.8 m wide	l.m.	14	593	0
gravel paths, with edger, concrete path replacement option	sq.m.	88	53	4,638
gravel paths, with edger, boardwalk replacement option	sq.m.	25	53	1,313
concrete ramp let downs into play surfacing	allow.	3	600	1,800
covered area	allow.	0	16,000	0
porta potty surround and concrete pads for furnishings	allow.	1	6,500	6,500
SUBTOTAL, Hard Landscape				33,751

Site Furnishings				
benches	allow.	2	1400	2,800
picnic tables	allow.	2	1800	3,600
garbage can, bear proof	allow.	1	1800	1,800
entrance sign	allow.	1	3500	3,500
First Nations wood carving	allow.	0	4500	0
split rail fencing	l.m.	50	60	3,000
wood panel fencing, along property line	l.m.	60	132	7,900
SUBTOTAL, Site Furnishings				22,600

Soft Landscape				
plant bed prep	sq.m.	75	44	3,300
plants, supply and install	allow.	1	3,000	3,000
lawn prep and hydroseeding	sq.m.	1030	7.77	8,003
irrigation, 2 zones with backflow and battery op controller	allow.	1	1,800	1,800
SUBTOTAL, Soft Landscape				16,103

Play Structures				
Edging - logs, log steps, boulders	allow.	55	63.64	3,500
Engineered Wood fiber, playground fall surfacing	allow.	1	13,000	13,000
Sand, playground fall surfacing	allow.	1	1,800	1,800
2-5 play structures, log balancing and boulders, installed cost	allow.	1	6,000	6,000
5-12 play structures, installed cost	allow.	1	37,000	37,000
swings, installed cost	allow.	1	4,000	4,000
zip line, installed cost (inc. surfacing)	allow.	1	30,000	0
SUBTOTAL, Play Structures				65,300

SUBTOTAL, PLAYGROUND **166,254**
Contingency (20%) 33,251

TOTAL, PLAYGROUND				199,505
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SPORTS COURT

Site Preparation				
Removal of existing tennis court	allow.	1	4000	4,000
SUBTOTAL, Site Preparation				4,000

Hard Landscape				
New asphalt court with lines	allow.	1	60000	60,000
New chainline perimeter fencing, 10' high	allow.	1	20000	20,000
basketball nets	each	2	1500	3,000
built-in hockey nets	each	2	400	800
SUBTOTAL, Hard Landscape				83,800

SUBTOTAL, SPORTS COURT **87,800**
Contingency (20%) 17,560

TOTAL, SPORTS COURT				105,360
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TOTAL, PROJECT IMPLEMENTATION				316,265
Professional Fees, Playground and Sports Court Construction				

PRELIMINARY COST ESTIMATE

PROJECT: Dunsmuir Community Park

LOCATION: 326 Horne Lake Road

DATE: February 6, 2018

Preliminary Cost Estimate 2016: \$187,632 (inc. 10% contingency)

OPTION 2

Includes: Concrete Paths, Play Equipment (\$80,000), no covered shelter, no boardwalk

ITEM	UNIT	QUANTITY	UNIT COST	TOTALS
PROFESSIONAL FEES				
Construction Administration	allow.	1	4,500	4,500
Geotechnical Engineering	allow.	1	3,000	3,000
Structural Engineering, covered area	allow.	1	1,500	0
Survey	allow.	1	2,000	2,000
SUBTOTAL, PROFESSIONAL FEES				9,500
Contingency (20%)				1,900
TOTAL, PROFESSIONAL FEES				11,400

PLAYGROUND

Mobilization	allow.	1	1,000	1,000
SUBTOTAL, Site Mobilization				1,000

Site Preparation				
site grading, mounding, clearing, removals	allow.	1	10,000	10,000
water tie-in and water line to site	allow.	1	3,500	3,500
<i>water connection charge</i>	<i>allow.</i>	<i>1</i>	<i>1,000</i>	<i>1,000</i>
utility pole relocation	allow.	1	13,000	13,000
SUBTOTAL, Site Preparation				27,500

Hard Landscape - Built Features, Surfacing and Paving				
parking lot & driveway, 200mm 3" minus, 100mm 5/8" crush	allow.	1	18,000	18,000
boulder barriers	allow.	1	500	500
concrete wheel stops	each	10	100	1,000
concrete paths	sq.m.	88	204	18,000
concrete path, boardwalk replacement option	sq.m.	25	220	5,500
boardwalk, 1.8 m wide	l.m.	14	593	0
gravel paths, with edger, concrete path replacement option	sq.m.	88	53	0
gravel paths, with edger, boardwalk replacement option	sq.m.	25	53	0
concrete ramp let downs into play surfacing	allow.	3	600	0
covered area	allow.	0	16,000	0
porta potty surround and concrete pads for furnishings	allow.	1	6,500	6,500
SUBTOTAL, Hard Landscape				49,500

Site Furnishings				
benches	allow.	2	1400	2,800
picnic tables	allow.	2	1800	3,600
garbage can, bear proof	allow.	1	1800	1,800
entrance sign	allow.	1	3500	3,500
First Nations wood carving	allow.	0	4500	0
split rail fencing	l.m.	50	60	3,000
wood panel fencing, along property line	l.m.	60	132	7,900
SUBTOTAL, Site Furnishings				22,600

Soft Landscape				
plant bed prep	sq.m.	75	44	3,300
plants, supply and install	allow.	1	3,000	3,000
lawn prep and hydroseeding	sq.m.	1030	7.77	8,003
irrigation, 2 zones with backflow and battery op controller	allow.	1	1,800	1,800
SUBTOTAL, Soft Landscape				16,103

Play Structures				
Edging - logs, log steps, boulders	allow.	55	63.64	3,500
Engineered Wood fiber, playground fall surfacing	allow.	1	13,000	13,000
Sand, playground fall surfacing	allow.	1	1,800	1,800
2-5 play structures, log balancing and boulders, installed cost	allow.	1	6,000	6,000
5-12 play structures, installed cost	allow.	1	38,000	70,000
swings, installed cost	allow.	1	4,000	4,000
zip line, installed cost (inc. surfacing)	allow.	1	30,000	0
SUBTOTAL, Play Structures				98,300

SUBTOTAL, PLAYGROUND **215,003**
Contingency (20%) 43,001

TOTAL, PLAYGROUND				258,004
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SPORTS COURT

Site Preparation				
Removal of existing tennis court	allow.	1	4000	4,000
SUBTOTAL, Site Preparation				4,000

Hard Landscape				
New asphalt court with lines	allow.	1	60000	60,000
New chainline perimeter fencing, 10' high	allow.	1	20000	20,000
basketball nets	each	2	1500	3,000
built-in hockey nets	each	2	400	800
SUBTOTAL, Hard Landscape				83,800

SUBTOTAL, SPORTS COURT **87,800**

Contingency (20%) 17,560

TOTAL, SPORTS COURT				105,360
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TOTAL, PROJECT IMPLEMENTATION				374,764
Professional Fees, Playground and Sports Court Construction				

PRELIMINARY COST ESTIMATE

PROJECT: Dunsmuir Community Park

LOCATION: 326 Horne Lake Road

DATE: February 6, 2018

Preliminary Cost Estimate 2016: \$187,632 (inc. 10% contingency)

OPTION 3

Includes: Concrete Paths, Play Equipment (\$80,000), covered shelter, boardwalk, First Nations wood carvings

ITEM	UNIT	QUANTITY	UNIT COST	TOTALS
PROFESSIONAL FEES				
Construction Administration	allow.	1	4,500	4,500
Geotechnical Engineering	allow.	1	3,000	3,000
Structural Engineering, covered area	allow.	1	1,500	1,500
Survey	allow.	1	2,000	2,000
SUBTOTAL, PROFESSIONAL FEES				11,000
Contingency (20%)				2,200
TOTAL, PROFESSIONAL FEES				13,200

PLAYGROUND

Mobilization	allow.	1	1,000	1,000
SUBTOTAL, Site Mobilization				1,000

Site Preparation				
site grading, mounding, clearing, removals	allow.	1	10,000	10,000
water tie-in and water line to site	allow.	1	3,500	3,500
<i>water connection charge</i>	<i>allow.</i>	<i>1</i>	<i>1,000</i>	<i>1,000</i>
utility pole relocation	allow.	1	13,000	13,000
SUBTOTAL, Site Preparation				27,500

Hard Landscape - Built Features, Surfacing and Paving				
parking lot & driveway, 200mm 3" minus, 100mm 5/8" crush	allow.	1	18,000	18,000
boulder barriers	allow.	1	500	500
concrete wheel stops	each	10	100	1,000
concrete paths	sq.m.	88	204	18,000
concrete path, boardwalk replacement option	sq.m.	25	220	0
boardwalk, 1.8 m wide	l.m.	14	593	8,000
gravel paths, with edger, concrete path replacement option	sq.m.	88	53	0
gravel paths, with edger, boardwalk replacement option	sq.m.	25	53	0
concrete ramp let downs into play surfacing	allow.	3	600	0
covered area	allow.	1	16,000	16,000
porta potty surround and concrete pads for furnishings	allow.	1	6,500	6,500
SUBTOTAL, Hard Landscape				68,000

Site Furnishings				
benches	allow.	2	1400	2,800
picnic tables	allow.	2	1800	3,600
garbage can, bear proof	allow.	1	1800	1,800
entrance sign	allow.	1	3500	3,500
First Nations wood carving	allow.	1	4500	4,500
split rail fencing	l.m.	50	60	3,000
wood panel fencing, along property line	l.m.	60	132	7,900
SUBTOTAL, Site Furnishings				27,100

Soft Landscape				
plant bed prep	sq.m.	75	44	3,300
plants, supply and install	allow.	1	3,000	3,000
lawn prep and hydroseeding	sq.m.	1030	7.77	8,003
irrigation, 2 zones with backflow and battery op controller	allow.	1	1,800	1,800
SUBTOTAL, Soft Landscape				16,103

Play Structures				
Edging - logs, log steps, boulders	allow.	55	63.64	3,500
Engineered Wood fiber, playground fall surfacing	allow.	1	13,000	13,000
Sand, playground fall surfacing	allow.	1	1,800	1,800
2-5 play structures, log balancing and boulders, installed cost	allow.	1	6,000	6,000
5-12 play structures, installed cost	allow.	1	38,000	70,000
swings, installed cost	allow.	1	4,000	4,000
zip line, installed cost (inc. surfacing)	allow.	1	30,000	0
SUBTOTAL, Play Structures				98,300
SUBTOTAL, PLAYGROUND				238,004
Contingency (20%)				47,601
TOTAL, PLAYGROUND				285,604

SPORTS COURT

Site Preparation				
Removal of existing tennis court	allow.	1	4000	4,000
SUBTOTAL, Site Preparation				4,000
Hard Landscape				
New asphalt court with lines	allow.	1	60000	60,000
New chainline perimeter fencing, 10' high	allow.	1	20000	20,000
basketball nets	each	2	1500	3,000
built-in hockey nets	each	2	400	800
SUBTOTAL, Hard Landscape				83,800
SUBTOTAL, SPORTS COURT				87,800
Contingency (20%)				17,560
TOTAL, SPORTS COURT				105,360

TOTAL, PROJECT IMPLEMENTATION				404,164
Professional Fees, Playground and Sports Court Construction				

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

FROM: Wendy Marshall
Manager of Parks Services

SUBJECT: Parks Update Report - Spring and Summer 2017

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 2nd 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 15th, 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 24th, 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 4th.

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 26th 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.



Wendy Marshall
wmarshall@rdn.bc.ca
September 29, 2017

Reviewed by:

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

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.

Parks Work Plan
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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.

Parks Work Plan
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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.

Parks Work Plan
August 2017 Update

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: Parks Committees and Commissions **MEETING:** January 30, 2018

FROM: Wendy Marshall
Manager of Parks Services

SUBJECT: Parks Update Report – Fall 2017

RECOMMENDATION

That the Parks Update for Fall 2017 be received as information.

SUMMARY

Parks' staff continued to work on projects identified in the 2017 Parks Work Plan and the RDN 2017 – 2021 Operational Plan Report.

Planning and Capital Projects – Key Highlights

E & N Finishing and Opening Event (R+P-100A-2014)

Trail etiquette signs were erected and way marker posts installed. Kiosk signage was developed and installed. The official opening of the trail was held mid-October in conjunction with a celebration of the RDN's 50th anniversary. Numerous community and user groups participated in the event. Trail counters have been ordered and will be installed in the New Year; trail benches are being planned. The project engineer has completed the one-year warranty inspection of the trail and a small number of items will be forwarded to the trail contractor for action. Since the trail reopened for equestrian use last year no issues have been reported.

Mount Benson Parking Facilities (R+P-40-2016)

On October 3, 2017, the RDN Board approved the purchase of 2761 Benson View Road for the purpose of developing a parking lot and trailhead amenities for Mount Benson Regional Park. On January 5, 2018 the RDN took ownership of the land. Parks staff are now working through the next stages of the project which include meeting with stakeholders, refining the site design with project engineers and beginning site preparation for the project. The goal is to have the parking lot constructed by the end of 2018. On-going updates will be provided to the area residents and will be posted on the RDN website as they become available.

Driftwood Beach Access Stairs

An information and community feedback session was held onsite at the Driftwood Road beach access site on November 4th with neighbours in the immediate area and surrounding roads. Park staff are following up on some of the questions received and will be providing a summary to the next Electoral Area 'A' Parks, Recreation and Culture Commission meeting. Feedback from the neighbourhood was mixed with just over half of seventeen respondents wanting to see the stairs developed as proposed and just under half not wanting the RDN to become involved at this site.

Beachcomber Management Plan

An Open House was held on October 4, 2017 at Beachcomber Regional Park with 25 residents in attendance. A final Management Plan document is underway and is scheduled to be presented to the Regional Board in February 2018. The plan will reflect the input gathered from the public consultation process including open houses and online survey.

Huxley Park Projects (R+P-34-2016)

Playground

The construction of the playground is complete. The project was funded in part through grants from the Nanaimo Foundation, the Gabriola Lions Club as well as Community Works Funds. The works included site clearing and re-grading, the installation of two new play structures, a bench and seating wall, a cedar porta potty surround, as well as improvements to an existing park path.

Sports Courts

The improvements to the existing tennis courts and sports court are complete. The project was funded in part through a Canada 150 Infrastructure grant, Community Works funds as well as a donation from the Gabriola Ball Hockey Association. The works included tennis court resurfacing and the installation of a new sports court dasher board system which involved the removal of the existing boards, construction of new perimeter footings and drainage upgrades.

Skatepark

Concept drawings and cost estimates for the Gabriola Skatepark are complete. The draft concept plan was presented at a community workshop on September 13th and the input received was considered and modifications to the plans were made before the final plan was posted on the RDN website on October 19th.

Regional Trail from Horne Lake and Heritage Designation (R+P-31-2016)

An RFP was issued for the review and assessment of the Mount Mark rock fall area for trail purposes. The successful proponent, Thurber Engineering (Victoria), studied the rock fall area on the north side of Horne Lake, undertook field reconnaissance, liaised with the Horne Lake Strata, consulted other jurisdictions with trail involving hazardous terrain, and produced a report including recommendations for trail route and risk mitigation. No reasons for avoiding trail development were identified and the report concluded that the level of risk for trail users should be comparable with that experienced on other steep terrain trails in BC. A final report on the project was duly submitted to the Rural Dividends Program, which funded half the cost of the \$20K geological engineering study.

Preparatory survey work on locating the 1911 Horne Lake Road west of Horne Lake Regional Park to the ACRD border was completed, and the basis for an RFP to create and post an updated plan and undertake a marked centre-line traverse of the undeveloped road was identified. The RFP will be issued in 2018.

Benson Creek Falls Facilities (R+P-33-2017)

Following the renewal of the 30-year lease with the Province of BC for the management of Benson Creek Falls Regional Park, a design team was retained to undertake the conceptual design of a creek crossing and an improved descent to Ammonite Falls within the park. Conceptual design options were received at the end of December and public information and feedback is expected to occur early in 2018 before moving on to detailed design.

A conceptual layout for a 40-stall parking lot off Weigles Road has also been developed to improve access to the park from the north. Following permits/approvals from the Ministry of Transportation and Infrastructure and the Province of BC, the project will move into detailed design.

Es-hw Sme~nts Community Park Development (R+P-100A-2014)

In early October, a park dedication and opening took place for Es-hw Sme~nts (*Eshk-Sments*) Community Park, including prayers and song by Nanoose First Nations elder and youth. Aside from the addition of a welcome sign, some interpretive signs and a picnic table, work at this park is complete.

Stanhope Trail (R+P-100A-2014)

The construction of the soft surface trail was completed in December. Split rail fencing will be installed as weather permits throughout January; the revegetation of the side of the trail will occur in April 2018.

Meadowood Way Community Park – Community Centre Development (R+P-43-2017)

The site plan for the community centre and park area directly adjacent the future building is underway. A traffic impact assessment (MOTI requirement for permit) will be conducted in January 2018 to establish a location for the vehicular access road off Galvin Place.

Park Registry and Mapping

Working with GIS Services, an acquisition registration system was developed and registry numbers assigned to all park properties. Park acquisition maps and legal data tables were completed for Electoral Area A, with work on the other areas underway. A revised electoral area planning map format was developed and map produced for Area A. Work continues on the creation of individual park operations maps as well as maps that show all recreational resources, RDN and non-RDN, available to residents and visitors in an electoral area.

Service Calls

The fall of 2017 has been a busy time for staff responding to tree related work and following up on service requests from the public. Hazard tree removals were completed in Beachcomber Regional Park and Brickyard Community Park. Invasive species removal, primarily Broom, was removed from a large section on the Westside of Nanaimo River Regional Park. Common service requests this fall include reports of trees down, acts of vandalism, clean-up of illegal dumping, seasonal trail clean-ups, domestic and wild animal complaints, and illegal camping.

Parks Programming

The Request for Proposals for Outdoor Programs 2018-2020 was completed and the contract was awarded to RLC Park Services. Working with RLC Park Services and our other instructors, programs for Spring and Summer 2018 are planned and work on the Spring and Summer 2018 Active Living Guide is underway. Programs will include both new additions such as Night Hikes/Walks at Englishman River Regional Park and past successful programs such as the GO Wild Outdoor Children's Camps at Moorecroft Regional Park and hiking programs at various parks and trails.

Park Use Permits

Area A – A permit for the Cedar Skate Park was issued to the Nanaimo Skateboard Association for their annual fundraiser on September 10, 2017.

Area C – A permit for a running event held on September 23, 2017 was issued to the International Widows and Orphans Fund for access to Mt. Benson Regional Park and Witchcraft Lake Regional Trail.

Area E – A permit was issued to Nanoose Bay Elementary School for their outdoor “classroom” and outdoor field trips to Moorecroft Regional Park from September 2017-June 2018.

Area F – A permit for groundwater monitoring was issued to Mid Vancouver Island Habitat Enhancement Society (MVIHES) at Englishman River Regional Park. They were also issued a permit for a course “Study of Aquatic Insects” at Englishman River Regional Park held September 9 and 10, 2017. The RDN Watersmart Team and School District 68 & 69 were issued permits for field trips into Englishman River Regional Park to study the watershed. The field trips took place on September 20, 28 and October 12, 2017. A permit was issued to Corcan-Meadowood Residents Association for the 7th Annual Halloween Event at Meadowood Community Park.

Area G – A permit was issued for vehicular access to a private property to construct a carriage house from Boulton Community Park to Stryker Contracting.

Area H – A permit was issued for a wedding at Horne Lake Regional Park held September 23, 2017.

ALTERNATIVES

1. That the Parks Update Report for Fall 2017 be received as information.
2. That the report not be received as information and alternative direction be provided.

FINANCIAL IMPLICATIONS

Electoral Area projects identified in this report are funded through the applicable Community Parks Budget and in some cases are supplemented by Community Works Funds or grant funding. Regional Parks projects are funded through Regional Parks Budget.

STRATEGIC PLAN IMPLICATIONS

Projects in this report support the RDN's strategic priorities for Service and Organizational Excellence and Focus on the Environment:

- Delivering efficient, effective and economically viable services that meet the needs of the Region;
- We will fund infrastructure in support of our core services employing an asset management focus;
- As we invest in regional services we look at both costs and benefits — the RDN will be effective and efficient;
- We recognize community mobility and recreational amenities as core services; and
- We will have a strong focus on protecting and enhancing our environment in all decisions.



Wendy Marshall
wmarshall@rdn.bc.ca
January 17, 2018

Reviewed by:

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

Attachments

1. Parks Work Plan – December 2017

**Parks Work Plan
December 2017 Update**

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access stair consultation and design	2017	2017 Q2	Underway	Meeting held with neighbours in November. Comments being reviewed by staff.
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	Underway	Application to NCID underway for future connection.
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	Staff	2017-003	Skatepark	Concrete headwalls	2017	2017 Q3	Completed	Project complete. Oct 2nd 2017
A	15-568	2017-001	Cedar Plaza	Sign boards for the Tipple Structure	2017	2017 Q1	Completed	Completed
A	17-516	NEW 2018-023	Skatepark	Review options for a viewing platform	2018		Not started	Planned for 2018
B	15-369	2016-003	Huxley	Skate Park concept design	2016	2017 Q1	Completed	RFP has been awarded; first public workshop completed; concept and costing to 90% complete.
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	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	Completed	Construction complete. Submit final grant report 28Feb2018.
B	15-438	2017-005	Huxley	Sport Court upgrades	2017	2017 Q4	Completed	Site prep complete; board install/project complete 31Dec. Submit final grant report 28Feb2018.
B	16-348	2017-006	707	Signs review and update	2017	TBD	Delayed	November 20, 2017 POSAC motion to defer project until the 707 property addition. Project to include new park addition.
B	15-089	2017-007	Rollo	Dog Park design - work with community group	2017	TBD	Delayed	November 20, 2017 POSAC motion to defer project until the Cox CP property addition. Project feasibility to include new park addition.
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	Staff	2017-008	Bluewhale and Queequeg	Rebuild Beach Access stairs	2017	2017 Q3	Completed	Planned for the summer of 2017
B	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2017	2018 Q2	Underway	Geotech assessment of Site Complete, Replacment Design to start 2018.
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	Posac	2016-007	Whalebone	Various upgrades	2016	2017 Q3	Completed	Work to continue throughout 2017.
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.
B		NEW 2017-074	Huxley	Phase 2 Playground purchase and install	2017	2017 Q4	Completed	Equipment purchase and install to take place this fall. Board approval received Sept 12. PO to be issued. Completed
B	17-474	NEW 2017-070	New parklands	Include planning and development of new lands in POSAC planning and long term financial plan	2017	2018 Q1	Underway	Funds included in the 2018 five-year plan.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
B-CWrks	Board	2015-001	Village Way Path	Design/MOTI approval	2015	2017 Q1	On Hold	Following direction from new government, MoTI now willing to look at non-vehicular infrastructure in ROW. In 2018, MoTI consultant will develop general guidelines. RDN promoting Village Way (original design) as an early pilot project.
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	2018 Q1	2018 Q2	Not started	Work to begin in 2018.
C Ext - CWrks		2018-002	Extension School	Agreement/Reno	2018		Suspended	No agreement with SD 68 at this time. Planned for 2018
E	Posac	2018-005	Trail Project	TBD	2018		Not started	Planned for 2018
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	Completed	Staff summary report prepared for POSAC consideration.
E		NEW 2017-067	Park Opening	Opening Ceremony for Es-hw Sme~nts	2017	2017 Q3	Completed	Opening scheduled for October 4.
E	17-155	NEW 2017-055	Nanoose Road Community Park	Remove Playground Structure and determine alternative use	2017	2017 Q4	Underway	Playground Removed. Discussions for alternation use to be undertaken with POSAC. Playground now removed.
E	16-197	2016-009	Claudet	Utilities lot transfer	2016	TBD	Underway	Information was provided to Water Services. Work to continue in 2018.
E	17-517	NEW 2018-024	Stone Lake Drive	Natural Playground	2018		Not started	
E-CWrks	Board	2015-002	Blueback	Construction	2015	2017 Q2	Completed	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.
F	17-311	2017-050	ACT Trails	Braddock-Leffler Rd trail development	2017	2017 Q1	Complete	MOTI permit received; construction complete.
F	Staff	2018-007	Errington	Operator Agreement	2018		Not started	Planned for 2018
F	Staff	2017-013	Meadowood	Parking lot improvements	2017	2017 Q3	Completed	Planned for Fall of 2017
F	17-310	2018-009	ACT Trails	Surface David Lundine trail	2017	2017 Q4	Not started	Work assessed and planned for 2018

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
F	Posac	2018-006	Errington	Playground design	2017 Q4	2018 Q4	Underway	Public engagement has started. Stakeholder meetings with Hall Board (already held), Heartwood Home Schooling, and Errington School are underway. Open House is planned for late February, early March 2018. Completed Master Plan ready for presentation to the Board in July 2018. Detailed design of bike skills park and playground to start in Fall 2018.
F	17-312	NEW 2017-064	Errington	Bike Skills Park to be included in development plans for the park	2017 Q4	2018 Q4	Underway	Bike skills park is included in the plans for the park.
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	Delayed	Delayed until 2018
G	16-619, 17-157	2017-014	Stanhope Trail	Planning, construction	2017	2017 Q4	Underway	The soft surface trail is to be complete by the end of December 2018. Planting to take place in Spring.
G	Posac	2018-010	River's Edge Plan	Playground design	2018 Q3	2019	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	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	2018 Q1	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 is underway.
G-CWrks	Posac	2019-002	French Creek Paths/Trails	TBD	2019		Not started	Planned for 2019
H	Other	2016-014	Roadside Trails	OPC planning - work with Planning Department on their process	2016	2017 Q1	Complete	Response provided on the drafts of the Active Transportation plan and OCP.
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	2018 Q1	Underway	Design consultant retained. Start-up meeting complete. Staff design review #1 Jan 8, 2018. POSAC / Director request to review 80% construction drawings at Feb 19, 2018 POSAC meeting.
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	17-407	NEW 2017-062	Beach Accesses	Contact MOTI regarding the encroachment at McColl Road	2017	2017 Q3	Complete	MOTI contacted. Follow up required to determine next steps.
H	Staff	2016-013	Lions Park	Operator Agreement	2016	2017 Q1	Underway	Draft licence to cover the hall and MoU to address minor grounds operations sent to the Lions Club in early December 2017. Meeting with the Lions expected by end of January 2018.
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.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H	Staff	2017-017	Thompson-clark	Stair repair	2017	2017 Q3	Completed	Completed Fall 2017
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	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-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	2019	Underway	Majority of signs removed and replaced with park name signs. New sign designs underway.
REG	Operational	2017-073	Horne Lake	Operator RFP	2017	2018 Q1	Underway	Planned for winter 2017. RFP close Dec 21, 2017. Contract to start Feb 1, 2018.
REG	Operational	2017-028	Descanso	Operator Agreement	2017	2017 Q3	Completed	RFP submissions received and new operator selected.
REG	16-649	2017-038	Coats Marsh	Bat study	2017	2017 Q1	Complete	Consultant selected and study to take place in June. Report recieved October 11, 2017.
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.
REG	Staff	2017-020	TCT	Timberlands Road trail head development	2016	2017 Q4	Underway	Rural Dividends Program \$30K development grant awarded 3 March. First meeting with landowner Island Timberlands held 16 March; request still under review by IsT. Request for extension to end of 2018 submitted to Rural Dividend Program. Meeting with Real Estate Director scheduled for January 2018.
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	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 surveyor hired to clarify issues related to 2005 posting plan of part of 1911 Rd. Thurber and surveyor contracts concluded.
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	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		2017-069	E&N -- Coombs to Parksville Rail Trail	Opening Event	2017	2017 Q4	Completed	Official opening and trail event held in mid-October in conjunction with RDN 50th.
REG	17-227	NEW 2017-060	E&N -- Coombs to Parksville Rail Trail	Horse Parking - Wood lot	2017		On hold	Being pursued in conjunction with a pending Area F amenity contribution from industrial land rezoning.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	16-126	2016-024	Mount Benson	Race Event - work with event holders	2016	2017 Q1	Completed	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	Completed	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	Mngmnt Plan	2017-021	La Selva	Construction	2017	2017 Q2	Delayed	Will begin once agreement is signed by all parties.
REG	Mngmnt Plan	2017-033	Naniamo River	Interpretive signs design and install	2017	2017 Q3	Completed	Completed.
REG	Mngmnt Plan	2017-034	Naniamo River	Install benches	2017	2017 Q2	Completed	To be installed once received from supplier.
REG	16-666	2017-036	Mount Benson	Parking solution	2017	TBD	Completed	Staff investigating parking improvements for Board Consideration. Land purchased.
REG	Operational	2017-070	Mount Benson	Volunteer Agreement	2017	2018 Q2	Underway	Volunteer Agreement for trail improvement work by Island Mtn. Ramblers.
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	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	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	Board	2015-003	Benson Creek Falls	Licence renewal	2015	2017 Q1	Completed	Completed
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.
REG	Staff	2017-027	Descanso	Tractor purchase	2017	TBD	Suspended	Purchase decision of replacement tractor under review.
REG	Staff	2017-019	Ammonite Falls Trail	Bridge studies	2017	2017 Q4	Not started	Moved to 2018.
REG	Staff	2017-029	Englishman River	Geo technical study of the bank above the road	2017	2018 -Q2	Not started	Move to 2018. Due to Consultant availability.
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.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Staff	2018-018	Descanso	Septic field studies	2018		Underway	Existing system pumped and inspected by Environmental Health Officer. Awaiting Report.
REG	Staff	2017-025	Horne Lake	Park upgrades	2017	2017 Q3	Completed	Work planned for the summer of 2017.
REG	Staff	2017-026	Horne Lake	Accessible toilets install	2017	2017 Q3	Completed	Work planned for the summer 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 & complete by May 24.
REG	Posac	2018-017	Wildwood/LHRT	Kiosk development and installation - split with H	2018 Q1	2018 Q2	Not started	Start design in March 2018.
REG	17-563	NEW 2017-073	Moorecroft	Include funding of improvements in 5-year plan	2017	2018 Q1	Underway	
REG	17-562	NEW 2018-025	Moorecroft	Construction of double vault toilet	2018	2018 Q2	Not started	
REG	17-562	NEW 2018-026	Moorecroft	Removal of Miss Moore's cabin and installation of seating area.	2018	2018 Q2	Not started	
REG	17-511	NEW 2017-075	Mount Benson	Consult Benson View residents on parking lot design	2017	2018 Q2	Underway	Meeting held with Neighbours in October. Ongoing communication continues.
REG	17-510	NEW 2017-075	Mount Benson	Include funds for design and construction in the 2018 budget	2017	2018 Q1	Completed	Funds included in the 2018 budget
REG CAP	Board	2014-001	Morden Colliery	Lease upgrade	2014	TBD	Delayed	Waiting on Province.
REG CAP	Board	2016-022	E&N -- Coombs to Parksville Rail Trail	Construction	2016	2017 Q2	Completed	The trail opened for use in December 2017. Deficiencies completed in spring 2018. Beacons and parking controls completed in August. One-year inspection completed in December with some items to be addressed by contractor.
REG CAP	Board	2017-022	E&N -- Coombs to Parksville Rail Trail	Amenities and signs install	2017	2017 Q3	Underway	Garbage cans and regulatory signs installed in the spring. Waymarker signs installed in September. Kiosk signage developed and installed in October. Traffic counters ordered. Outstanding: benches.
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	16-124,14-755,14-754	2017-047	Morden Colliery	Bridge and trail design and tender	2017	2018 Q2	Delayed	Project delayed because of ALC development application process.
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. Draft concept received.
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 17-384	2017-035	Little Qualicum	Bridge upgrades	2017	2017 Q4	Suspended	Consulting team in place, design kick-off meeting complete. Surveying underway, Environmental Permit applications underway.
REG CAP	17-385	NEW 2017-078	Little Qualicum	Removal of the bridge.	2017	2018 Q3	Completed	Completion planned for September. Project Complete.
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	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.

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	Other	2016-019	Amazing Places: Top Bridge	Mount Arrowsmith Biosphere Region Research Institute (VIU)	2016	2017 Q4	Completed	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. Short video of Top Bridge now posted on MABR web site.
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. Board Report prepared for EASC in January 2018.
REG - Other	Staff	2017-018	Brochure	Reprint	2017	2017 Q4	Completed	Reprint ordered in March. See project number 2017-051.
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
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		GIS and Mapping	Ongoing mapping			On going	Ongoing
Other	Staff	2019-005	Donation Program	Create program	2019		Not started	Planned for 2019
Other	Staff	2019-006	Bylaw 1399	Update existing bylaw	2019		Not started	Planned for 2019
Other	Operational		Park Statistics	Acquisition registry, park records, mapping, statistics			On Going	Working with GIS, acquisition registration system developed and numbers assigned to all park properties. Park names updated. Park acquisition maps and legal data tables completed for EA A. Revised EA planning map developed for Area A. Work underway on Area B.
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	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

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Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
Other			Acquisitions	Assessment and report			Underway	Several properties under consideration.
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	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		Budget and Workplans	Ongoing monitoring			On Going	Ongoing
REG-Other	Other		Tourism Vancouver Island Vancouver Island Trails Strategy	Phase 3 Exceptional Hiking Experiences Network (Vancouver Island Tourism)	2017		Underway	TVI trying to put its Phase 2 Master Plan for Hiking Experiences on VI/Sunshine Coast into play. In December, TVI staff sought feedback on idea to develop a handbook and identify and promote one exceptional trail per region.
REG-Other	Staff	2017-051	Brochure	Design New Brochure/Print	2017	2018 Q2	Underway	Proposals were received by 3 consultant firms to design the new Regional Parks and Trails Guide. The successful proponent was Awarewolf Creative from Nanaimo.
		2017-072	Horne Lake RT	Land use agreement with Strata	2017	2018 Q4	Underway	Familiarization with Strata lands, interests and concerns underway. Over Q1 Q2, conclude general agreement on basic route, use of ORVs, and have draft licence for Strata to take to their June AGM.