

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

Wednesday, March 14, 2018

4:00 P.M.

Oceanside Place

Pages

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

That the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held November 1, 2017 be adopted.
- 4. DELEGATIONS**
- 5. UNFINISHED BUSINESS**
 - 5.1 Little Qualicum Hall Update** 5
- 6. REPORTS**
 - 6.1 Parks Update Report – Fall 2017** 52

That the Parks Update Report - Fall 2017 be received for information.
- 7. BUSINESS ARISING FROM DELEGATIONS**
- 8. NEW BUSINESS**
 - 8.1 Signage Strategy for Community Parks and Trails – Electoral Area 'G' Review** 65
- 9. ADJOURNMENT**

REGIONAL DISTRICT OF NANAIMO**MINUTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY COMMITTEE MEETING****Wednesday, November 1, 2017****4:00 P.M.****Oceanside Place**

In Attendance:	Director J. Stanhope	Chair
	T. Malyk	Member at Large
	R. Horte	Member at Large
	M. Foster	Member at Large
	B. Coath	Member at Large
	D. Round	Member at Large
	J. Dean	Member at Large
Also in Attendance:	W. Marshall	Mgr. Park Services
	R. Lussier	RDN Park Planner
	A. Harvey	Recording Secretary

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved with the addition of Dashwood Hall and French Creek Wetlands to Unfinished Business.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES**Electoral Area 'G' Parks and Open Space Advisory Committee Meeting - June 7, 2017**

It was moved and seconded that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held June 7, 2017 be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

It was moved and seconded that the late delegation from R. Alexander - Shorewood/San Pareil Owners and Residents Association be received.

CARRIED UNANIMOUSLY

R. Alexander - Shorewood/San Pareil Owners and Residents Association - Maple Lane Park

Mr. Alexander told the committee about the aging playground equipment and lack of seating at Maple Lane park in San Pareil.

The Association would like this park to be a part of the budgeting process for improvements to the park. They would like to see immediate seating and miscellaneous maintenance for the interim and hope for 2018 funding for a 20x15 picnic shelter on the knoll, a secure detached 15x10 cinder block storage shed, hook up to existing water connection to shelter area and upgraded playground equipment

UNFINISHED BUSINESS

Dashwood Community Hall

T. Malyk asked about the status of the Dashwood Hall report. Ms. Marshall updated that a new study of the building is done and staff are clarify some items with the consultant. Staff have been in contact with the Little Qualicum Steering committee and meeting with them to discuss the engineering study and alternative ideas to move forward with them. Following that, a staff report will be done for the next G POSAC Meeting.

D. Round requested information about amount of maintenance that had done at the hall and he was not given that information. Ms. Marshall said that some time would be needed to look back on five years of maintenance as the expenses for the area go through one maintenance account. She will report back with that information.

French Creek Wetlands

D. Round said that he had requested information about the development permit approved in 1994. He noted the park G30 as approved parkland dedication. He asked if the development permit is still valid given that the permit said it had to be started within 24 months.

Chair Stanhope noted that this would be beyond what the parks staff manages and that it would be a Planning department question. Ms. Marshall noted that he could contact planning staff for that information. Ms. Marshall explained how the process for development works. Ms. Marshall will bring back information regarding park G30 to the next meeting.

REPORTS

Parks Update Report - Spring and Summer 2017

Ms. Marshall gave an update of the area's current projects.

D. Round asked when the community consultation will happen for the Little Qualicum Hall will be. Ms. Marshal said after the engineer study

T. Malyk asked what the reason was for a second assessment. Ms. Marshall explained it was for updated information and a second opinion.

D. Round asked how does the Committee get the repairs to the hall on the project list? Ms. Marshall noted that there is a Board direction already which will be followed up with a report to the board for the next steps.

D. Round said the hall needs immediate maintenance with a hole in the bathroom needing a minor repair. Ms. Marshall said that the engineering report will determine what maintenance needs to be done and when.

B. Coath suggested a fund that the hall has and account of about \$1,200 that was for equipment that could be used for this. The second signing authority passed away. He will get in touch with Ms. Marshall about it.

It was moved and seconded that immediate repairs be made on the Little Qualicum Hall for safety issues.

Opposed (1): R. Horte

CARRIED

It was moved and seconded that the Parks Update Report - Spring and Summer 2017 be received for information.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM DELEGATIONS

R. Alexander - Shorewood/San Pareil Owners and Residents Association - Maple Lane Park

It was moved and seconded that the improvements for Maple Lane Park be added to the 2018-19 project list for consideration.

CARRIED UNANIMOUSLY

Ms. Marshall noted that she would look back at the park's playground inspections and bring that information back to the committee.

NEW BUSINESS

Blue Water Place Community Park Plan

Ms. Lussier summarized the plan and answered committee member's questions.

It was moved and seconded that the Blue Water Community Plan be approved as presented.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:55pm

CHAIR

TO: Electoral Area 'G' Parks and Open Space Advisory Committee **MEETING:** March 14, 2018

FROM: Renée Lussier, Parks Planner **PROJECT NO.:**

SUBJECT: Little Qualicum Hall update

REQUEST

1. That the Electoral Area 'G' Parks and Open Space Committee receive the Little Qualicum Hall update for information.

BACKGROUND

Little Qualicum Hall has been closed (end of January 2018). In December 2017, the RDN received a Risk Control Survey from the Municipal Insurance Association of BC (M.I.A). It recommended the Hall be closed as soon as possible. The risk is too high to have the Hall open to the public.

A Building Condition Assessment Report has been submitted by a consulting Engineer and the following are the options for the Little Qualicum Hall:

- Option 1 – New Build (Demolish and Replace)
- Option 2 – Life Safety and Accessibility – Urgent repairs to address Occupant Safety, Accessibility, sufficient to reopen Little Qualicum Hall.
- Option 3 – Complete Renovation (NOT RECOMMENDED by Engineer & high cost to tax payers)

Staff has met with a Dashwood community group twice – on January 17 and February 15, 2018 – following Board direction instructing staff to provide further community consultation with regards to the Little Qualicum Hall (17-405, July 25 2017).

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

The community group had interested participants from the neighbourhood surrounding Little Qualicum Hall. The participants are listed in the Minutes (Attachments 3 and 4). The intent of meeting with a community group was to have a representation of interested members that use the Hall to provide staff with greater insight on its history, how it is currently used, and what future need it could fill. Additional community consultation will be provided.

Further to the above resolution, a Board direction instructed staff to complete the engineering study prior to conducting repairs at the Hall (17-600, December 12, 2017).

It was moved and seconded that repairs to Little Qualicum Hall be considered following the completion and review of the engineering study on the facility that is being conducted by Herold Engineering, the integrity of the structure is confirmed and consultation with the local community has been conducted.

The Building Condition Assessment Report and Risk Control Survey have been received and reviewed by staff. Community consultation is underway. A survey is being completed and both mail out and on line formats will be considered for distribution of the survey. The online survey will be available to all of Area G for their consideration and response. The survey results will be available for review at the POSAC meeting in June 2018.

At the February 15, 2018 meeting, the community group indicated to staff that Option 2 – Life Safety and Accessibility was the preferred direction for the Hall. Minutes from the meetings have been provided as attachments to this memo.

FINANCIAL IMPLICATIONS

The cost of each option is generally highlighted in the Building Condition Assessment Report, page 18.

- Option 1 (New Build) \$\$\$
- Option 2 (Life Safety and Accessibility) \$\$
- Option 3 (Complete Renovation) \$\$\$

Staff are currently working on order of magnitude pricing and will have a cost breakdown once complete. A Local Service Area (Dashwood community) may be considered for future operations and maintenance of the Hall.

There will be a cost for the mail out survey and determined in the next few weeks. The mail out will be to the Dashwood community within the boundaries determined at the January 17, 2018 meeting with the Dashwood community.



Renée Lussier
rlussier@rdn.bc.ca
06 March 2018

Reviewed by:

- M. Dobbs, Superintendent of Operations
- W. Marshall, Manager of Parks Services

Attachments

1. Building Condition Assessment Report
2. Risk Control Survey
3. Minutes of the January 17, 2018 community group meeting
4. Minutes of the February 15, 2018 community group meeting

BUILDING CONDITION ASSESSMENT REPORT

Little Qualicum Hall Building,
1210 Centre Road, Qualicum Beach BC



PREPARED FOR:
REGIONAL DISTRICT OF NANAIMO
Parks Services
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Prepared by:
Herold Engineering Limited
3701 Shenton Road
Nanaimo, BC
V9T 2H1

Submittal Date:
Nov. 27, 2017

HEL Project No. 0837-050



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1.0 INTRODUCTION

Herold Engineering Limited (HEL) was retained by the Regional District of Nanaimo to perform a visual assessment of the accessible architectural, structural, mechanical, electrical and building envelope components of the Little Qualicum Hall Building located at 1210 Centre Road, Qualicum Beach, BC. The scope of our review was visual in nature and no destructive testing was performed. HEL has not been asked to provide detailed drawings, site direction, or remediation at this time. The following report outlines the results of our field review, performed on Sept. 29th, 2017. The Owner's representative, Mark Dobbs, was on site during the assessment to assist with building access and provide an overview of the building layout.

2.0 BUILDING DESCRIPTION

The subject building is a one (1) storey wood frame structure that is used as a Community Hall Assembly building. It is approximately 1,300 sq.ft. and was built circa 1940.

The roof consists of asphalt shingles over the main hall and low slope asphalt roll roofing over the kitchen and washrooms, located at the rear of the building. The cladding is face sealed stucco, with wood trim and fascia's.



3.0 KEY PLANS

AERIAL PHOTOGRAPH



4.0 SCOPE OF BUILDING ASSESSMENT

During the review we attempted to examine the site drainage, exterior elevations, roofing, numerous interior rooms and finishes, architectural components and assemblies. The location and general condition of mechanical and electrical systems was noted during this review; however, detailed mechanical, and electrical reviews are outside of the scope of this assessment.

5.0 TERMS OF REFERENCE AND LIMITATIONS

This report has been prepared by HEL exclusively for the Client. HEL accepts no responsibility for the improper or unauthorized use of this report by any third party. HEL, its employees, sub-consultants, and agents accept no responsibility to any other party, including contractors, suppliers, consultants and stakeholders, or their employees or agents, for loss or liability incurred as a result of their use of this report.

Information, data, recommendations, and conclusions contained in this report may not be complete or accurate as a result of information provided to HEL which has not been independently verified or that has not been updated. The information, data, recommendations and conclusions contained in this report are based on conditions revealed through limited visual inspections only and subject to budgetary, time and other constraints and limitations contained in the agreement between HEL and the Client.

HEL accepts no responsibility for any deficiency, misstatement, inaccuracy or omissions contained in this report as a result of deficiencies, misstatements, inaccuracies or omissions of persons providing information to HEL for use in this report.

This report is based on visual observations and data acquired from the Client, and is limited to major items and major maintenance activities. Private property was not inspected. Unless otherwise agreed in writing by HEL, this report shall not be used to express or imply warranty to the property for any particular purpose.

The work reflects the Consultant's best judgment in light of the information reviewed by them at the time of preparation. HEL is not providing advice about mold, mildew, pollutants, contaminants or other hazardous materials. We recommend an Environmental Consultant be retained for these services.

Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Herold Engineering Limited and our consultants accept no responsibility for damage, if any, suffered by any third party because of decisions made or actions undertaken based on this report.

6.0 ESTIMATED USEFUL SERVICE LIFE

Expected service life time frames referenced for the building components are based on available manufacturer's literature, warranties, theoretical industry standards, BOMA Preventative Maintenance Guidebook, and the CMHC Life Expectancy Guidelines.

All asset systems and components are subject to a wide variety of factors that affect their life expectancy including; quality of installation, quality of materials, weather conditions and quality of maintenance programs. As a result of this variation, some components may out-live their expected service life, while others may not.

None of the mechanical or electrical systems or equipment was tested during our investigation and this report reflects our best judgment in the light of the information available at the time of the study.

7.0 FIELD REVIEW SUMMARY

The roofing is due for replacement, and the exterior walls and exterior building envelope components generally appear to be in fair to poor condition. The building has small overhangs on the front and sides of the building which have provided the walls with some protection from wind driven rain.

The exterior walls are clad predominantly with face sealed stucco, with wood trim and fascias, and are in fair to poor condition. It appears that the cladding materials have been maintained and painted, however the materials are aged and showing signs of deterioration.

The interior assemblies and components including mechanical units, fixtures and fittings, flooring, walls and ceilings are in poor condition and are dated. It is our understanding that the lighting fixtures in the main hall and the emergency lighting and exit lighting were updated around 2011.

The windows do not appear to be original to the building and consist of double paned insulated glazing units (IGUs) in non-thermally broken aluminum frames and are beyond their expected service life. Due to the roof overhangs and additional plexi glass coverings, the windows appear to be in fair condition given their age. The doors were observed to be in poor condition and the stairs and handrails do not meet current code for required exiting safety or handicap accessibility.

The heating of the building is provided by electric baseboard units that appear to be aged but in serviceable condition.

Life safety items in the building include electrical safety devices, emergency lighting, and fire protection including an accessible fire extinguisher. The building does not have Handicap accessibility nor proper emergency exits as required by current building codes.

The structural components of the roof system consist of hand framed rafters with collar ties acting as the ceiling support over the hall and pre-engineered trusses over the storage and entry area. The floor system consists of a mix of 2x6 and 2x8 floor joists spanning from exterior concrete walls to interior log beams which span onto heavy timber posts. The interior posts are supported by on grade concrete pads. Framing is deteriorated and there are obvious signs of deterioration and settlement in the bathroom and kitchen areas.

8.0 FIELD REVIEW

8.1 Landscape Areas - General

8.1.1 LANDSCAPING, SIDEWALKS AND DRIVEWAY

Estimated Useful Service Life:

- N/A years

Asset Age:

- N/A years

Estimated Useful Service Life Remaining:

- N/A years

Asset Condition:

- Good/ Fair



View from front of Hall

Asset Description

The Little Qualicum Hall is located in the Dashwood Community Park, which has well established site landscaping.

Observations/Comments

The landscaping has a variety of established native plants and lawn.

8.2 Drainage

8.2.1 SITE DRAINAGE

Estimated Useful Service Life:

- N/A years

Asset Age:

- N/A years

Estimated Useful Service Life Remaining:

- N/A years

Asset Condition:

- Serviceable



View from front of Hall

Asset Description

Surface water run-off is drained into the landscaping, and the roof rain water leaders drain into the landscaping as well. Building perimeter drainage clean outs were not identified around the building perimeter, and are likely not present with the age of the building.

Observations / Comments

The site drainage systems appear to be in serviceable condition, however, rainwater leaders are not directing water away from the foundations and the bathroom/kitchen area is framed within close proximity to the natural grade.

8.3 Structure

8.3.1 PRIMARY STRUCTURE

Estimated Useful Service Life:

- 75 years

Asset Age:

- 75 years

Estimated Useful Service Life Remaining:

- 0 years

Asset Condition:

- Poor



View in crawl space



View in crawl space



View of foundation

Asset Description

The exterior walls appear to be 2x4 wood stud construction and the roof assembly is timber trusses with OSB sheathing on the front portion of the building, with 2x6 roof rafters and collar ties for the main hall roof structure. The floor consists of 2x6 and 2x8 floor joist on wood beams and columns, which have a newer, circa 1995 perimeter foundation.

Observations / Comments

Where exposed, the primary structure was observed to be in fair to poor condition. There were some areas on the road side or front of the building where the structure was observed to be in fair condition for its age. However, at the rear of the building where the wood structure is located closer to grade the structure is observed to be in very poor condition.

The floor in the bathrooms has structurally failed. The area was not accessible due to the low clearance and debris in the crawlspace. It is our opinion that the washroom floor in the rear corner of the building should not be used by occupants in its current state. Any repairs should be directed by a Professional Engineer to determine the extent of deterioration and appropriate

repairs as the floor system does not appear to be adequately sized for the intended loads.

It was observed onsite, that it may be possible to repair or renovate the main hall structure however, the rear portion where the kitchen and washrooms are located are likely required to be rebuilt due to significant settlement and signs of deterioration.

The option of removing the rear addition and incorporating accessible washrooms in the storage area near the front of the building while providing a second exit would require further review of the space in order to determine overall costs and feasibility.

The existing roof structure consisting of rafter framing with spliced collar ties which act as support for the ceiling have passed the test of time, however they do not meet current prescribed BC Building Code requirements for snow loading or current best practices for framing. Herold Engineering does not recommend adding any additional dead or live load to the existing ceiling or roof structure unless the framing is upgraded. It should be noted that changing the insulation in the attic space and/or the current air/vapour barrier system could have unintended consequences.

Furthermore, the entire floor structure is not adequately sized to carry the prescribed BC Building Code live load of 100psf for Assembly occupancy and should be upgraded.

Concrete foundations were found to be in good to fair condition. However, the crawl space is not heated and the foundations do not have adequate frost protection.

8.4 Building Envelope Assemblies

The building envelope is typically defined as an environmental separator and includes the foundation, exterior wall assemblies, windows, exterior doors, and the roof assembly. It refers to those parts of the building which separate the indoor conditioned spaces from exterior or unconditioned spaces.

The performance of the building envelope assembly and the expected useful service life of each assembly are directly affected by the following factors:

- Exposure to climatic conditions in the area
- Structural design and installation of the supporting assemblies
- Type, quality, and construction details of supporting assemblies
- Occupant use and interior environmental conditions
- Quality and quantity of inspections
- Quality of maintenance programs

The structural integrity, moisture protection, and overall general condition of the foundation system was reviewed. It is our understanding that a cast in place foundation wall and footing was built around the existing structure and is now supporting the exterior walls and floor system of the building. There were signs of deterioration on the original wood foundations and this is likely the cause of some of the settlement issues that are obvious in the kitchen/bathroom areas of the structure.

The cast in place concrete foundations do not have any visible signs of distress and the accessible portion of the crawl space was relatively dry and free of organic growth. It should be noted that our assessment was completed during a relatively dry period and that conditions during the rainy season may differ.

8.4.1 EXTERIOR WALLS

Estimated Useful Service Life:

- 50 years

Asset Age:

- unknown

Estimated Service Life Remaining:

- Variable

Asset Condition:

- Poor



View from front of Hall



View of handrail at entry stair



View of side of Hall

Asset Description

Exterior walls are predominantly clad with face sealed stucco, with wood trim and fascias.

Observations / Comments

Generally, the stucco is in fair to poor condition, and nearing the end of its service life. The wood trim and fascias were observed to be in poor condition and appear due for replacement. Stucco Cladding can be an extremely durable exterior wall assembly provided that its performance characteristics are understood. The overall continued performance of the stucco clad walls will depend on periodic review and, if necessary, repair of the cracks and joints.

8.4.2 ROOFING AND SOFFITS

Estimated Useful Service Life:

- 25 years low slope/asphalt shingles

Asset Age:

- 30 years

Estimated Service Life Remaining:

- Expired

Asset Condition:

- Poor



View of roof over entry



View from front of Hall



View of roof over rear of Hall

Asset Description

The roofing consists of asphalt shingles over the main hall and asphalt roll roofing over the rear kitchen and washrooms. The soffits are painted, exposed wood rafters and plywood. The gutter over the front entrance is damaged and does not direct water to the rainwater leader. The rainwater leaders do not direct water away from the building foundation.

Observations / Comment

The roofing is expired and in need of replacement, the soffits are in need of repairs and repainting. The gutters and rainwater leaders need repair/replacement. Furthermore, we recommend removing or replacing the chimney with a metal one as the current one could be a significant hazard during a seismic event.

8.4.3 WINDOWS

Estimated Useful Service Life:

- 25 years

Asset Age:

- 23 years

Estimated Service Life Remaining:

- 2 years

Asset Condition:

- Fair



View of side windows

Asset Description

The windows are double pane with non-thermally broken aluminum frames which were installed in circa 1995.

Observations / Comments

Most of the windows have an exterior plexi glass frame/covering, providing protection which has prevented severe weathering of the windows. While the frames and glazing continue to function as intended they are considered to have a very poor thermal performance with a high level of heat loss during the heating season.

Given the age of these assemblies, it is recommended that consideration be given to the replacement of the existing windows with assemblies that are compliant with current North American Fenestration Standard (NAFS) requirements with respect to thermal performance and air and water penetration requirements. It is advised that the replacement windows be installed in accordance with Best Practices for Window and Door Replacement in Wood-Frame Buildings, publication.



8.4.4 ACCESS AND SERVICE DOORS

Estimated Useful Service Life:

- 35 years

Asset Age:

- 70 years

Estimated Service Life Remaining:

- Unknown

Asset Condition:

- Poor



View of rear kitchen door



View of main entry door and stair



View of kitchen door

Asset Description

Exterior doors consist of wood frames and wood swing doors and appear original to the building.



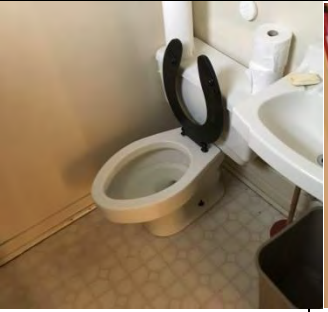

Observations / Comments

All doors, frames and hardware are in poor condition and are in need of replacement.

The hand rails and exit paths/doors do not meet current BC Building code requirements. Specifically, the exterior door in the kitchen, configuration of the kitchen equipment, and the mechanism to keep the door closed are not conducive to exiting the building in an emergency.

Furthermore, the Building Code requires a minimum of two compliant exits for the intended use of this building.

8.5 Finishes & Components – Interior

8.5.1 INTERIOR COMPONENTS & FINISHES				
Interior components and finishes consist of:				
Item	Estimated Useful Service Life	Asset Age	Estimated Remaining Service Life	Asset Condition
Sheet vinyl flooring	15 years	Unknown	0 years	Expired
Interior Wood panels	50 years	70 years	unknown	Fair
				
Hall-Flooring	Kitchen Flooring	Bathroom Flooring	Kitchen	
<u>Asset Description</u>				
Interior finishes consist of vinyl tile flooring throughout the Hall. The walls and ceilings are all generally painted wood paneling.				
<u>Observations / Comments</u>				
Interior finishes are in poor condition and in need of replacement. The vinyl tile flooring in the main hall contains asbestos, and the paint is lead based according to the Hazardous Materials Report completed by Lewkowich Engineering and Associates dated March 29, 2017.				

8.6 Mechanical Systems

8.6.1 DOMESTIC PLUMBING

The common Plumbing Systems consists of:

Item	Estimated Useful Service Life	Asset Age	Estimated Remaining Service Life	Asset Condition
Storm Drainage	50 years	N/A	N/A	N/A
Domestic Water Distribution	45 years	70 years	Expired	Serviceable
Hot Water Tank	12 years	N/A	N/A	N/A
Sanitary Waste System a/g	50 years	70 years	unknown	Unknown

Asset Description

The sanitary system drains into a septic field. There does not appear to be any storm water system.

Observations / Comments

The condition of the sanitary piping, the storm piping and the connection to municipal services were not assessed as this would require scoping the inside of the system with a pipe camera. Generally, the plumbing is beyond its expected service life.

- The life cycle of a sanitary/storm drainage application, on BOMA estimates, is 50 years.
- The life cycle of piping in a domestic water application, based on BOMA estimates, is 45 years.

The main ventilation fan for the Hall vents directly into the attic space. The fan is not connected to any duct work and has the potential to introduce hot moist air into the attic. The fan should be ducted to the exterior and the duct should be insulated in order to avoid condensation. Furthermore, the remaining mechanical system and means of ventilation are outdated and not in compliance with the Current BC Building Code. Any modifications would be subject to approval by the Authority Having Jurisdiction.

The storm water from the roof should be directed away from the building and into a proper disposal or infiltration system.

It is our understanding that a Registered Onsite Wastewater Practitioner (ROWP) has stated that the septic system requires complete replacement.

8.6.2 ELECTRICAL INFRASTRUCTURE SYSTEMS

Item	Estimated Useful Service Life	Asset Age	Estimated Remaining Service Life	Asset Condition
Power Panels & Circuit Breakers	30 years	Unknown	Unknown	Serviceable
Wiring – Under 600V	40 years	Unknown	Unknown	Serviceable

Asset Description

BC Hydro enters the building with an overhead service at the front of the building. The wiring does not appear original to the building, but the age is unknown.

Comments / Observations

Overall, the electrical system appears to be in fair condition and suitable for the present use of the building. The life cycle of the distribution system components, based on BOMA estimates, are as follows:

- Power Panels – 30 to 40 years
- Circuit Breakers – 30 years
- Wire under 600 volt – 40 years

9.0 RECOMMENDATIONS

Based on our visual review, the current age of the building, and the published data of the life cycle of materials, it appears that the major common building systems and components are generally in poor condition.

The economic life of the building has likely expired, without major renovations.

The following recommendations are based on our observations and visual assessment conducted during our field review, as well as on CMHC Standards for Living Environments. The recommendations below are generally in order of importance:

- The wood structure is in need of repairs to the front main hall portion and complete replacement in the rear kitchen and washroom portion. It will be required to redesign, repair and replace the wood structure, dispose of waste and add a new secondary exit at the rear. The bathroom area floor is deteriorated and may require structural joists to be replaced. Demolition of the floor area and a review of the floor framing required prior to reinstatement of any sheathing.
- Remove existing masonry chimney as this is a hazard during a seismic event.
- Double up all joists in the floor system and provide frost cover to the foundations, provide a ground seal to help control moisture.
- The building currently has no handicap accessibility. A handicap ramp will need to be added to the new exit at the rear of the building and the front entry stairs and handrails will need to be replaced. The building is in need of a new handicap accessible washroom.
- Anchorage of existing walls to foundations, improve connections of floor beams to posts, improve connection of walls to roof diaphragm for seismic stability.
- The roofing and gutters are in need of replacement. Our observations indicate there is OSB sheathing on the roof that is in serviceable condition.
- The stucco and wood trims are in need of replacement and would be required to be replaced with a rainscreen cladding assembly.
- Replacement of the insulation in the floor, roof and exterior walls, and the new rebuilt rear walls.
- The electrical and mechanical systems were not reviewed in detail as part of this report but appear due for replacement.
- The plumbing will need to be replaced to service the new washrooms and kitchen.
- The stucco and wood trims are in need of replacement and should be replaced with a rainscreen cladding assembly.
- The aluminum, non-thermally broken windows and exterior and interior doors have reached the end of their economic service life and will require replacement. We recommend that the Owners consider a replacement program.
- The flooring is in need of replacement and abatement is required of the existing floor coverings.

- The interior wood wall paneling will need to be replaced, the 2x4 walls furred out and insulation added to the wall cavity and finished with new vapour retarder, drywall and paint.

In our opinion there are (3) feasible options to addressing the current state of the building as follows:

Option 1 (New Build) \$\$\$

Demolish and Replace

Complete demolition and construct a new community hall that fits the requirements of all stakeholders.

It is estimated that new construction of a similar building would cost between \$225/sq.ft and \$275/sq.ft. This is a hard construction cost and does not include professional design, permitting, contingency or other related soft costs.

Option 2 (Life Safety and Accessibility) \$\$

Address the life safety items only. This would consist of addressing the deteriorated flooring in the bathroom, new septic field and incorporating a code compliant second exit. Furthermore, it would likely be prudent to ensure the building is accessible while completing these renovations.

It is estimated that a new septic field, exit and ramp would cost in the order of \$40,000.00. The tenant Improvement for the washroom/kitchen facilities is estimated in the order of \$150/sq.ft for bathrooms. The renovation costs are variable depending on the size and location of the washrooms as well as new plumbing and abatement costs. It is recommended to have design drawings completed and priced by a quantity surveyor or general contractor in order to acquire accurate costing for this option.

Option 3 (Complete Renovation) \$\$\$\$

Complete renovation addressing the recommendations listed above and bringing the building up to current BC Building Code standards.

It is estimated that the renovation could cost in the order of \$250k to \$300k. This estimate could have significant variances and a quantity survey or quote from a general contractor should be used to verify this information. The extent of deterioration is not completely quantified at this time. Furthermore, the choice of interior finishes, cladding, windows, roofing material, and timing of the renovation and market conditions at the time of the renovation will all affect the budget.

As such, it is our opinion that repairing and renovating the building to bring it up to current BC Building Code Standards may not be economical. Consideration should be given to building a new structure, providing life safety upgrades or demolishing the existing building.

We trust the information contained within this report satisfies your current requirements. Should you have any comments, questions or concerns, please do not hesitate to contact the undersigned.

Yours truly,

HEROLD ENGINEERING LIMITED

Prepared By:

Reviewed By:



Derek Matthews ASCT.



Jarrod Koster, P.Eng., Associate

Risk Control Survey



Nanaimo RD

Provided
by





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Surveyed by: Kyle Martin

Reference #: 2342687

1.0 FACILITY GENERAL INFORMATION

LOCAL GOVERNMENT NAME	Nanaimo RD
LOCATION	Little Qualicum Hall
PERSON CONTACTED	Mark Dobbs
TITLE OF CONTACT	Superintendent of Parks Operations and Capital Projects
INITIAL INSPECTION DATE	04-DEC-17
ASSESSMENT TYPE	<input type="checkbox"/> BOAT LAUNCH <input type="checkbox"/> CAMPGROUNDS <input type="checkbox"/> LANDFILL/TRANSFER SITE <input type="checkbox"/> PLAYGROUNDS <input type="checkbox"/> PLAYFIELDS <input type="checkbox"/> PUBLIC BUILDINGS <input type="checkbox"/> PUBLIC WORKS <input checked="" type="checkbox"/> RECREATIONAL CENTRE/COMMUNITY HALLS <input type="checkbox"/> RECREATIONAL TRAILS <input type="checkbox"/> SKATEBOARD/BMX/BIKE PARKS <input type="checkbox"/> SWIMMING POOL/ICE ARENA <input type="checkbox"/> WATERFRONTS <input type="checkbox"/> WATER SPRAY PARK <input type="checkbox"/> WATER SYSTEM
SUMMARY AND GENERAL DESCRIPTION OF OPERATIONS	<p>The Regional District of Nanaimo requested an inspection of Little Qualicum Hall as part of this years MIA program. The hall is a small 1-storey, 1 room structure with a kitchen at the back. There is no basement in the building and is mainly used for local community meetings and the occasional yoga class. Issues have come to light regarding the bathroom floors and rotting wood. At the time of the inspection one washroom was closed due to the soft floor and rotting wood. The second bathroom did not appear to be too far away from needing to be closed soon.</p>
RISK EVALUATION	<p>The following recommendations were made:</p> <p>2017-01 - The flooring structure at the back of the building (washrooms) is not adequate 2017-02 - Provide slip protection on entry stairs 2017-03 - Address cracked/uneven tiles in the hall</p>

2.0 RECOMMENDATIONS

NUMBER OF RECOMMENDATIONS	3
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Committed to Service Excellence

RMS reports, prepared in compliance with commonly accepted risk control standards existing at the time services are rendered, are developed from an inspection of the premises and/or from data supplied by or on behalf of the Purchaser. RMS does not purport to list all hazards. While changes and modifications referred to in the reports are designed to upgrade protection and loss prevention of the premises, RMS assumes no responsibility for management and control of these activities. RMS will not be responsible to the Purchase for any losses or damages, whether consequential or other, however caused, incurred or suffered, as a result of the services being provided.



2.1 RECOMMENDATION

	<p>Hazard Description</p> <p>The flooring at the back of the building is soft and rotting (according to an engineering report).</p> <p>Cause and Effect</p> <p>A person may fall through the floor while using the bathroom leading to significant injuries.</p> <p>Hazard Location</p> <p>Little Qualicum Hall</p>
<p>RECOMMENDATION REFERENCE ID</p>	<p>2017-01</p>
<p>RECOMMENDATION SUB-TYPE</p>	<p><input checked="" type="checkbox"/> LIFE SAFETY</p>
<p>RECOMMENDATION</p> <p>At the time of the inspection one of the bathrooms was closed and locked with a padlock in order to protect the public from possible injuries due to floor failure. The other washroom, which was also showing signs of deterioration, was left open in the meantime. It appeared as though the open washroom may need to be locked off in near future due to its condition. Also, near the rear exit of the building, there appeared to be some additional floor deterioration taking place. It is recommended that the District of Nanaimo implement a plan to address (repair) the rear section of the building, specifically the flooring in the washrooms and near the rear exit. The failure to complete this upgrade in the near future may mean significant liability losses due to floor failure. In addition, it may be in the best interest of the Regional District of Nanaimo to close down the hall until the repairs can be completed.</p>	
<p>ADEQUACY OF EXISTING CONTROLS</p>	<p><input checked="" type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH</p>
<p>CONSEQUENCE RATING</p>	<p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5</p>
<p>LIKELIHOOD RATING</p>	<p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5</p>
<p>RISK SCORE-LEVEL OF RISK</p>	<p><input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 10-15 HIGH <input checked="" type="checkbox"/> 15-25 EXTREME</p>
<p>RECOMMENDATION STATUS</p>	




2.1 RECOMMENDATION

RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW	<input type="checkbox"/> REPEAT
	<input type="checkbox"/> PENDING	<input type="checkbox"/> IN PROGRESS
	<input type="checkbox"/> CLOSED	
CODE REFERENCE		
Good loss control practice, Herold Engineering Report		

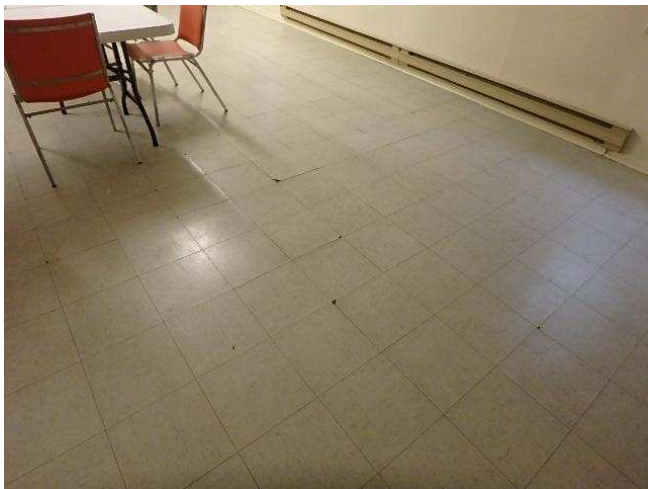


2.2 RECOMMENDATION

	Hazard Description The building's exterior stairs lack a slip resistant surface finish.	
	Cause and Effect This creates an unsafe condition and an unnecessary liability hazard.	
Hazard Location Little Qualicum Hall		
RECOMMENDATION REFERENCE ID	2017-02	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> SLIP, TRIP AND FALL	
RECOMMENDATION	All exterior stairs should be provided with a slip resistant finish such as adhesive slip resistant strips to prevent slipping and falling accidents.	
ADEQUACY OF EXISTING CONTROLS	<input type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input checked="" type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input checked="" type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input checked="" type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS
CODE REFERENCE	Good loss control practice	



2.3 RECOMMENDATION

	Hazard Description Our inspection revealed that the interior floor surface is damaged and uneven.	
	Cause and Effect The broken tiles are creating a potential tripping hazard.	
Hazard Location Little Qualicum Hall		
RECOMMENDATION REFERENCE ID	2017-03	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> SLIP, TRIP AND FALL	
RECOMMENDATION	To prevent injury, it is recommended that the tile surface be repaired.	
ADEQUACY OF EXISTING CONTROLS	<input type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input checked="" type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input checked="" type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input checked="" type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS
CODE REFERENCE	Good loss control practice	



3.0 FACILITY DESCRIPTION

3.1 BUILDING - MAIN INFORMATION

BUILDING NAME	Little Qualicum Hall
YEAR BUILT	1940
ADDITIONS	The rear section of the building appears to have been an addition. Details were not available.
NUMBER OF STORIES	1
ONE STOREY HEIGHT (M)	3
GROUND FLOOR AREA (SQ.M.)	140.00
TOTAL AREA EXCLUDING BSMT. (SQ.M.)	140.00
HEIGHT EXCLUDING BSMT. (M)	3
TOTAL FLOOR AREA (SQ.M.)	140.00
BASEMENT	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
BUILDING CONDITION	Poor condition due to the floors at the rear section of the building (2017-01).
BUILDING USE	Local meetings; yoga classes.
DESCRIBE ANY COMMON LAW OR "DUTY OF CARE" EXPOSURES:	Repair flooring (2017-01); tile floor (2017-03); front steps (2017-02).
DESCRIBE ANY UNSATISFACTORY FEATURES	See recommendations.
REMARKS	None

3.2 CONTRACT USER AGREEMENT

CONTRACT USER AGREEMENT IN PLACE	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input checked="" type="checkbox"/> NOT APPLICABLE

3.3 BUILDING - STAIRWAYS

STAIRS	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
CONSISTENT RISE/RUN DIMENSIONS	Yes
STANDARD HANDRAILS	Yes
STANDARD GUARDRAILS	Yes
ANTI-SLIP THREADS PROVIDED	See recommendation 2017-02.
STAIRWAY CONDITIONS	Adequate
COMMENTS	None

3.4 BUILDING - ELEVATORS / LIFTS



3.4 BUILDING - ELEVATORS / LIFTS

ELEVATORS	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
COMMENTS	None	

3.5 BUILDING - HALLS AND EXITS

ADEQUATE LIGHTING	Lighting installed throughout this facility appears to be adequate with no areas with unacceptable levels of lighting.
EMERGENCY LIGHTING	Provided as needed.
FREQUENCY OF TESTING	Annual
DATE TESTED	September 2017
GLASS ON DISPLAY CASES	None found
CLEAR FIRE EXITS	Yes
FIRE DOORS BLOCKED OPEN	N/A
ACCESSIBLE FIRE EXTINGUISHERS / FIRE ALARM PULL STATIONS	Yes; no pull stations provided.
CLEARLY MARKED FIRE EXTINGUISHERS / FIRE ALARM PULL STATIONS	Yes
HANDICAP REFUGE AREA PROVIDED	N/A
COMMENTS	None

3.6 BUILDING - COMMON HAZARDS

ELECTRICAL POWER	Standard service
WATER SUPPLIES	Municipal
SMOKING	Not permitted in the hall.
HEATING	Electric baseboard
HVAC	N/A
PLUMBING	According to an engineering report, the toilets may have been leaking water leading to the soft floors in the washrooms; see recommendation 2017-01.

3.7 BUILDING - PRIVATE FIRE PROTECTION

WATER SUPPLY	Public
YARD MAINS AND HYDRANTS	None
AUTOMATIC SPRINKLER SYSTEMS FOR FIRE PROTECTION	None
PORTABLE EXTINGUISHERS	One extinguisher due for service, located in the itchen.
SERVICE DATE	Unknown



3.7 BUILDING - PRIVATE FIRE PROTECTION

FIRE DETECTIONS AND ALARMS	None
STANDPIPE AND HOSES	None

3.8 BUILDING - PUBLIC FIRE PROTECTION

FIRE DEPARTMENT	Dashwood - F.S. #1
FUS GRADING	9
LOCATION	230 Hobbs Road
TYPE	Volunteer
LAST VISIT	Unknown

3.9 BUILDING - PREMISES LIABILITY

SLIP, TRIP AND FALL	<input type="checkbox"/> NONE <input type="checkbox"/> SLIGHT <input checked="" type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> NOT APPLICABLE
COMMENT	See recommendations 2017-02 and 2017-03
SIDEWALKS AND WALKWAYS	<input type="checkbox"/> NONE <input checked="" type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> NOT APPLICABLE
COMMENT	No exterior issues noted.
FLOOR SURFACES AND COVERINGS	<input type="checkbox"/> NONE <input type="checkbox"/> SLIGHT <input checked="" type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> NOT APPLICABLE
COMMENT	Tile floors (2017-03).
INTERIOR LIGHTING	<input type="checkbox"/> NONE <input checked="" type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> NOT APPLICABLE
COMMENT	All areas of the building appeared to be adequately lit with efficient lighting and emergency lights installed.
STAIRS AND RAMPS	<input type="checkbox"/> NONE <input checked="" type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> NOT APPLICABLE
COMMENT	The stairways at this location appeared to be adequately constructed and maintained with no observed deficiencies noted at the time of the survey.
HANDRAILS TO STAIRS AND RAMPS	<input type="checkbox"/> NONE <input checked="" type="checkbox"/> SLIGHT <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> NOT APPLICABLE
COMMENT	Handrails provided.



3.9 BUILDING - PREMISES LIABILITY

NUMBER OF EXITS	2	
EXIT DOOR WIDTH	Adequate	
EXIT DOOR PANIC HARDWARE	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
FIRE EXIT MARKINGS	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM	<input checked="" type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
FIRE ESCAPES	<input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM
EXIT OBSTRUCTION	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM	<input checked="" type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT	There were no exit obstructions observed at this location.	
EMERGENCY LIGHTING	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT	All emergency lighting is regularly tested and maintained at this location.	
EMERGENCY EVACUATION PLAN	<input checked="" type="checkbox"/> NONE <input type="checkbox"/> MEDIUM	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT	N/A	
ALLUREMENTS	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT	None found	
ELECTRICAL OUTLETS/ GFCI'S	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT	Installed where required.	
CLEANING MATERIALS/ CHEMICALS	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
TV DISHES	<input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM
EXTERIOR LIGHTING	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH



3.9 BUILDING - PREMISES LIABILITY

COMMENT	All exterior lighting at this location appears to be adequate.	
PARKING AREAS	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> SLIGHT <input type="checkbox"/> HIGH
COMMENT	Mainly street parking is provided.	
PUBLIC WASHROOMS	<input type="checkbox"/> NONE <input type="checkbox"/> MEDIUM <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> SLIGHT <input checked="" type="checkbox"/> HIGH
COMMENT	See recommendation 2017-01.	



Photographs

Little Qualicum Hall



See recommendation 2017-01





Photographs

Rear exit pathway (2017-01)



Uneven tiles (2017-03)





Photographs

Posted occupancy load



Hall





Photographs

Extinguisher due for service



Right side





Photographs

Rear



Left side



LITTLE QUALICUM HALL MEETING

Wednesday, January 17, 2018

Little Qualicum Hall, 1210 Centre Road, Qualicum Beach

1:30 PM – 3:30 PM

IN ATTENDANCE

Bill Petten	scannerbill2@gmail.com
Bill Reed	bwhr@shaw.ca , 250-752-1175
Donna Reed	shanealreed@shaw.ca , 250-752-1175
Ralph Martin	rdmartin@shaw.ca , 250-752-5127
Donna Martin	rdmartin@shaw.ca , 250-752-5127
Andy Pickard	andy.pickard@nucleus.com
Ann Batham	pandainbc@shaw.ca , 250-752-1275
Marks Dobbs, RDN Parks	mdobbs@rdn.bc.ca
Renée Lussier, RDN Parks	rlussier@rdn.bc.ca

REGRETS

N/A	
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Meeting began at 1:30pm.

ITEM	DESCRIPTION	ACTION BY
1	<p>Little Qualicum Hall (LQH) History</p> <p>On 6, ½ lots donated by community members, the LQH was built in 1944 with volunteer labour and materials and given to the Women’s Institute in mid-1960s. In the mid-1950s the back kitchen, bathrooms, and front cloakroom was added. In the mid-1970s the Lion’s Hall took over the building and was used by special interests groups used LQH and sports fields until 1995 when LQH was sold to the RDN for \$1 on February 1st (this followed an Engineer report in 1993). An assessment was completed by Stan Schopp in April 1995 and another Engineer report was provided on the state of LQH in 2013. The sale of LQH to the RDN stipulated there be ongoing maintenance provided and \$7,500 garnered from trees on site that was earmarked for spending on the park. To date community volunteers have provided minor maintenance for LQH, including a new roof.</p> <p>LQH is important to the Dashwood community vs the whole of Area G. It is the only building in the RDN Parks’ portfolio and funds could be available with community consensus and Board approval.</p> <p>Group discussed lack of funds directed to the Dashwood community and LQH. The community would like to see smaller items being funded not just waiting</p>	INFO

	for larger projects to be funded. The group expressed their frustration with the lack of funding for LQH and the Dashwood community.	
2	<p>From 2013 Until Today – How We Got Here</p> <ul style="list-style-type: none"> • Letter from Susan Mohan in 2012 to the POSAC • 2014 Robin Chapman and Bayview Engineering report, followed by a report presented to POSAC from RDN Parks that summarized the use and cost over a 3 year period • 2015 the community group conducted a survey to determine the community needs (a copy of the survey was provided at this meeting) • 2016 Mark D. looked at Hall condition, the cost of repair, and another Engineer report • Another Board report was submitted • 2017 demo put on hold by POSAC to await further consultation • 2017 additional Engineer report was received and reviewed <p>Group discussed LQH being a crucial space in the case of a serious emergency as the Dashwood community is at risk of being isolated in a flood.</p>	INFO
3	<p>Risk Control Survey</p> <p>LQH will be closed at the end of January 2018. The risk is too high to have LQH open to the public.</p> <p>The Engineer has reviewed the structure and the roof structure does not meet current standards but has passed the test of time. The building has proven itself. Any new construction needs to meet current code.</p>	INFO
4	<p>Assessment Document</p> <ul style="list-style-type: none"> • Option 1 – New Build (Demolish and Replace) • Option 2 – Life Safety and Accessibility • Option 3 – Complete Renovation (NOT RECOMMENDED by Engineer & high cost to tax payers) • The report indicates the back end of the Hall is the “bad” end. The roof can be recovered, sister joists placed in the floor, a secondary access in the rear of the Hall is possible, and a new septic is required. <p>The group expressed that there was no appetite for the demolition of LQH and that the main part of LQH is of greater interest to keep standing. There was interest to rebuild the back end separate from the main building as a slab on grade structure. A new access could be considered. Option 2 was the option preferred by the group.</p>	INFO
5	<p>Public Consultation Process</p> <ul style="list-style-type: none"> • Feedback from community working group provided at next meeting early February (TBD but during the first week of Feb 2018) and recommendation outlined. • Survey (mail out to local community + online option for greater Area G) to obtain feedback from Area G. • Staff to prepare a report outlining all feedback and recommendations received and will present this report at the next POSAC meeting (March 14, 2018). • The POSAC will provide a recommendation on the next course of action. The Board will need to provide the final decision on what to do with LQH. 	INFO

	The group discussed what could be done in and around LQH during the public consultation process. Consideration could be given to allowing an annual daytime special community event if port-a-potties were provided. The existing bathrooms and kitchen would not be available for use.	
6	Mail Out Area The group determined the area of LQH use – this will provide the area for mail out surveys. See attachment. All of Area G contributes to the community parks and get to have a say on this project (online survey).	INFO
7	Next Steps Community working group to review the risk control survey and the Hall assessment document, talk with the Dashwood community, and bring back feedback and a recommendation to the February 2018 meeting (see Item 6).	Dashwood Community Group
8	Set meeting time and circulation this date and time to those in attendance indicated above.	RDN Parks

Meeting adjourned at 3:20pm.

The minutes provided above are intended to be an accurate summary of the meeting’s discussion. Please advise the author if any corrections or revisions are needed.

Next meeting: TBD and circulated via email once determined.

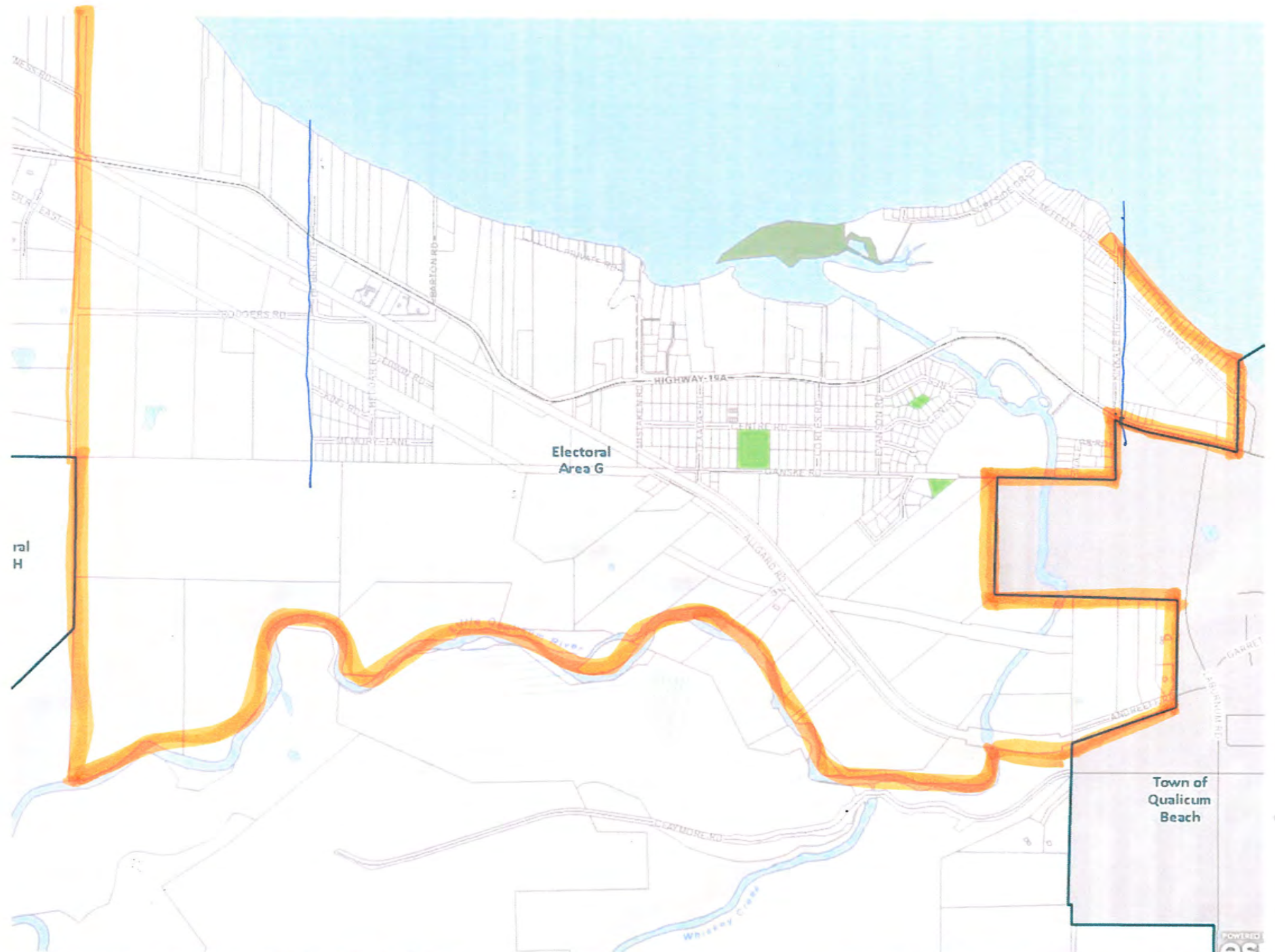
Sincerely,



Renée Lussier
Parks Planner
rlussier@rdn.bc.ca
250-248-4744

attachment: survey mailout boundary.pdf

cc: Mark Dobbs, Parks Superintendent
Wendy Marshall, Manager of Parks Services
Joe Stanhope, Director Area G



Electoral Area G

Town of Qualicum Beach

BOUNDARY FOR MAIL OUT SURVEY

ESTABLISHED AT MTC ON JAN 17 '18

LITTLE QUALICUM HALL MEETING

Thursday, February 15, 2018
 Little Qualicum Hall, 1210 Centre Road, Qualicum Beach
 2:00 PM

IN ATTENDANCE

Bill Petten	scannerbill2@gmail.com
Bill Reed	bwhr@shaw.ca , 250-752-1175
Donna Reed	shanealreed@shaw.ca , 250-752-1175
Ralph Martin	rdmartin@shaw.ca , 250-752-5127
Donna Martin	rdmartin@shaw.ca , 250-752-5127
Andy Pickard	andy.pickard@nucleus.com
Ann Batham	pandainbc@shaw.ca , 250-752-1275
Mike Foster	mfooster@dli-inc.com
Director Joe Stanhope	
Marks Dobbs, RDN Parks	mdobbs@rdn.bc.ca
Renée Lussier, RDN Parks	rlussier@rdn.bc.ca

REGRETS

N/A	
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Background

LQH has been closed (end of January 2018). The risk is too high to have LQH open to the public.

A Building Condition Assessment Report has been submitted by a consulting Engineer and the following are the options for the LQH:

- Option 1 – New Build (Demolish and Replace)
- Option 2 – Life Safety and Accessibility – Urgent repairs to address Occupant Safety, Accessibility, sufficient to reopen LQH.
- Option 3 – Complete Renovation (NOT RECOMMENDED by Engineer & high cost to tax payers)

For further information, please refer to the Minutes for the January 17, 2018 meeting.

Meeting began at 1:57 pm.

ITEM	DESCRIPTION	ACTION BY
1	The Dashwood community group consulted with the larger Dashwood neighbourhood and maintains that Option 2 is the preferred option.	INFO
2	Discussion occurred around LQH funding and departmental structure. Staff clarified that the Regional Board decides on the allocations of all funds for all departments.	INFO
3	Director Stanhope confirmed that \$75,000-\$80,000 could be directed to the work required at LQH from the Community Works fund. He would make a recommendation to the Regional Board to approve the funds for allocation to LQH.	INFO
4	Director Stanhope discussed the possibility of developing a Local Service Area for future maintenance of and upgrades to LQH. \$100,000 in funds would translate to approximately \$400 per property.	INFO
5	Over time LQH has not had the benefit of regular asset maintenance and improvement. Staff confirmed that the operating cost for LQH is \$2,000 annually. Other buildings located in RDN Parks have land leases and are operated by private organizations or societies; Regional District funds are not being spent on those buildings nor is the RDN involved in the programming. The group was interested in other methods for raising funds, such as grants. Staff indicated that in some circumstances it may be easier for a society to meet the grant criteria than for the RDN. However, grants can be pursued by the RDN providing the grant criteria are met. The Dashwood community group indicated that there are local individuals willing to help with LQH repairs. Staff indicated that the commitment by these individuals is appreciated and qualified tradespeople may be able to assist in the work to be done.	INFO
6	The group requested that staff find out the process of selling Park land obtained through the subdivision process. This land is typically crown with management vested to the RDN. The group would like to sell lots designated as park land to fund LQH upgrades. The group requested that staff confirm who is on title for the lots designated as park land near the LQH and within the Dashwood community boundaries.	RDN Parks
7	Staff outlined that the request for funds to upgrade LQH would go through a report process, then to POSAC for recommendation, and finally on to the Regional Board for approvals.	INFO
8	Staff indicated that the mail out and on line surveys are in progress. The June 2018 POSAC meeting is the intended time to deliver the survey results. The group would like to meet again, prior to the survey results going to the POSAC.	INFO

Meeting adjourned at 2:56pm.

The minutes provided above are intended to be an accurate summary of the meeting's discussion. Please advise the author if any corrections or revisions are needed.

Next meeting: TBD.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Lussier', with a long horizontal flourish extending to the right.

Renée Lussier
Parks Planner
rlussier@rdn.bc.ca
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cc: Mark Dobbs, Parks Superintendent
Wendy Marshall, Manager of Parks Services
Joe Stanhope, Director Area G

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
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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.

Parks Work Plan December 2017 Update

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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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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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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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.

**Parks Work Plan
December 2017 Update**

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-incident with RFP for developed C.P's. Completed.
Other	Operational	2018-022	Purchasing System	Create system for purchase	2018		Not started	Planned for 2018

**Parks Work Plan
December 2017 Update**

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.

TO: Electoral Area 'G' Parks and Open Space Advisory Committee **MEETING:** March 14, 2018

FROM: Renée Lussier, Parks Planner **PROJECT NO.:** 2016-18

SUBJECT: Signage Strategy for Community Parks and Trails – Electoral Area 'G' Review

REQUEST

1. That the Parks and Open Space Committee in each Electoral Area provide final review of the Signage Strategy for Community Parks and Trails.

SUMMARY

The proposed Signage Strategy for Community Parks and Trails is a standardized system of signs, typefaces and graphics to welcome and communicate information to visitors of RDN parks and trails. The goals are to develop a Signage Strategy to create signs that identify a site as a RDN Community Park or Trail site, to identify the park and/or trail, to be visible and legible upon approach to the site and along a trail, to be contemporary and aesthetically pleasing, and to be cost effective in fabrication and installation. Developing a new signage program after the launch of the RDN's new graphic standards is an opportunity to align Parks Services with corporate branding.

The Signage Strategy for Community Parks and Trails was presented to the EASC on February 13, 2018 in response to earlier direction by the Board to replace current Community Park signs with new welcoming signs. At the February 27th meeting, the Board passed a resolution directing staff to proceed in the consultation with Electoral Area POSACs to define signage elements.

It was moved and seconded that the Signage Strategy for Community Parks and Trails be received and approved pending final review from the Parks and Open Space Advisory Committees.

BACKGROUND

Through the development of the Community Parks and Trails Strategy, signage was identified as the most requested park improvement feature by the public for community parks.

At the October 4, 2016 Board meeting the following resolution #16-617 was approved.

"That staff be directed to remove the negative Regional District of Nanaimo signage from all water accesses and community parks and replace it with simple water access/community park identification signage."

The old signs were removed and research into signage for parks and trails in other jurisdictions was completed to better understand the graphic direction the Signage Strategy could take. The variety of design options is vast – there are many precedent ideas that could work for RDN Parks. Staff focused efforts on the cost effective qualities of signage while maintaining clear wayfinding options and branding opportunities. Staff met with RDN team members in Building & Bylaw Services, Corporate Services, and within Parks Services to better understand their signage needs. All were presented with an overview of the Signage Strategy and their feedback was considered and integrated into the sign design.

Staff examined the 2014 Parks and Trails Guidelines as a reference for the proposed Signage Strategy for Community Parks and Trails. The proposed new signs will reflect an updated graphic style and the RDN Graphic Design Standards. The corporate branding for the RDN uses a specific font type and colour palette; the new sign design integrates these branding components. An updated RDN logo will be provided on the new signs as well.

The signage classifications are as follows:

Identification Signage

Identification Signage is intended to mark the location of the park or trail at the earliest approach point to the park or trail itself. The signage is intended primarily to be visible from a distance by visitors traveling by vehicle at higher speeds but also useful to visitors arriving by bicycle or on foot. A wood sign would be placed adjacent the main road into the park or adjacent the parking area, where possible. The signage would be used at parks with larger entrances.

Entrance Signage

Entrance Signage are small signs intended to mark the entrance to a park or trail in small and less developed parks. It should be to pedestrian scale, visible from a distance, and legible upon approach. A combination of Entrance and Welcome Signage would highlight the main entrance.

Welcome Signage

The welcome sign would provide historic and current information about the park or trail, provide a park map or trail system (or both), identify park or trail amenities, identify park or trail regulations, and provide contact information for RDN Parks.

Trail Head Signage

Trail Head Signage is intended to mark the beginning of a trail. It would provide the trail name, the trail condition (easy, moderate, difficult), the length of the trail, identify trail use (hiking vs walking), and provide a trail system map with “You are here” identified.

Directional Signage

Directional Signage is intended to be placed where required in a park or along a trail. The purpose is to direct park and trail users to areas of interest. Directional Signage would be a wayfinding tool for park and trail users not referencing maps. Where necessary, park or trail system diagrams with a location identified will be provided to enhance the wayfinding experience.

Interpretive Signage

Interpretive Signage is intended to provide historical, environmental, and/or educational information for park and trail users. Interpretive Signage would be used in parks in areas of significance or along trails to highlight points of interest.

Regulatory Signage

Regulatory Signage is intended to reinforce Bylaw 1399 and to clearly identify uses permitted/not permitted in RDN Parks and along RDN Trails. It would provide universally understood icons to highlight uses permitted/not permitted and provide contact information for RDN Parks. Regulatory Signage would be customizable to reflect the individual park or trail in which the sign would be placed.

Safety Signage

Safety Signage is intended to alert park and trail users of possible dangerous conditions or unusual activities. Their placement is key to ensure the safety of the public. The established use of yellow for ‘Caution’ and red for ‘Danger’ would be maintained.

A final signage type is included in the Signage Strategy for Community Parks and Trails is ‘Banners and Flags’. Banners would be used at community events to identify a RDN Parks Services booth, or other location. Flags would be incorporated into the Signage Strategy to enhance wayfinding at a public event.

FINANCIAL IMPLICATIONS

The general cost to produce a signage set for a larger community park is \$5,000. The breakdown is as follows:

<i>Item</i>	<i>Cost</i>
New identification sign (72" long, with 2 posts and a concrete pad)	\$3,000
New signage set	
2 entrance signs at \$150 each	\$300
2 welcome signs at \$250 each	\$500
4 interpretive signs at \$250 each	\$1000
2 trail head signs at \$50 each	\$100
6+ directional signs	\$100
TOTAL	\$5,000

Costs may vary depending on specific park needs or requirements. Material and printing are the primary costs associated with the Signage Strategy – cost savings can be achieved by completing installation and providing ongoing maintenance with staff only.

A pilot program in Community Parks and Trails is planned to assess the cost impact and the overall effectiveness of the Signage Strategy. Each Electoral Area has \$2,000 in the sign budget that could be used for a pilot project in a selected park or trail.

GOAL AND NEXT STEPS

The goal for the POSAC meeting is for members to receive the information regarding the Signage Strategy for Community Parks and Trails, provide comment and feedback, and to discuss which park and/or trail would be best suited to be the pilot site for new signage. Staff will ultimately assess the success of the signage for the park or trail, compare how it functions to the other pilot sites in the EAs, and determine potential changes required to improve on the signage prior setting it as the standard for

RDN Parks. The results of the signage at the pilot sites will be shared with the POSACs after a reasonable amount of time has passed to assess the overall success of the signage.



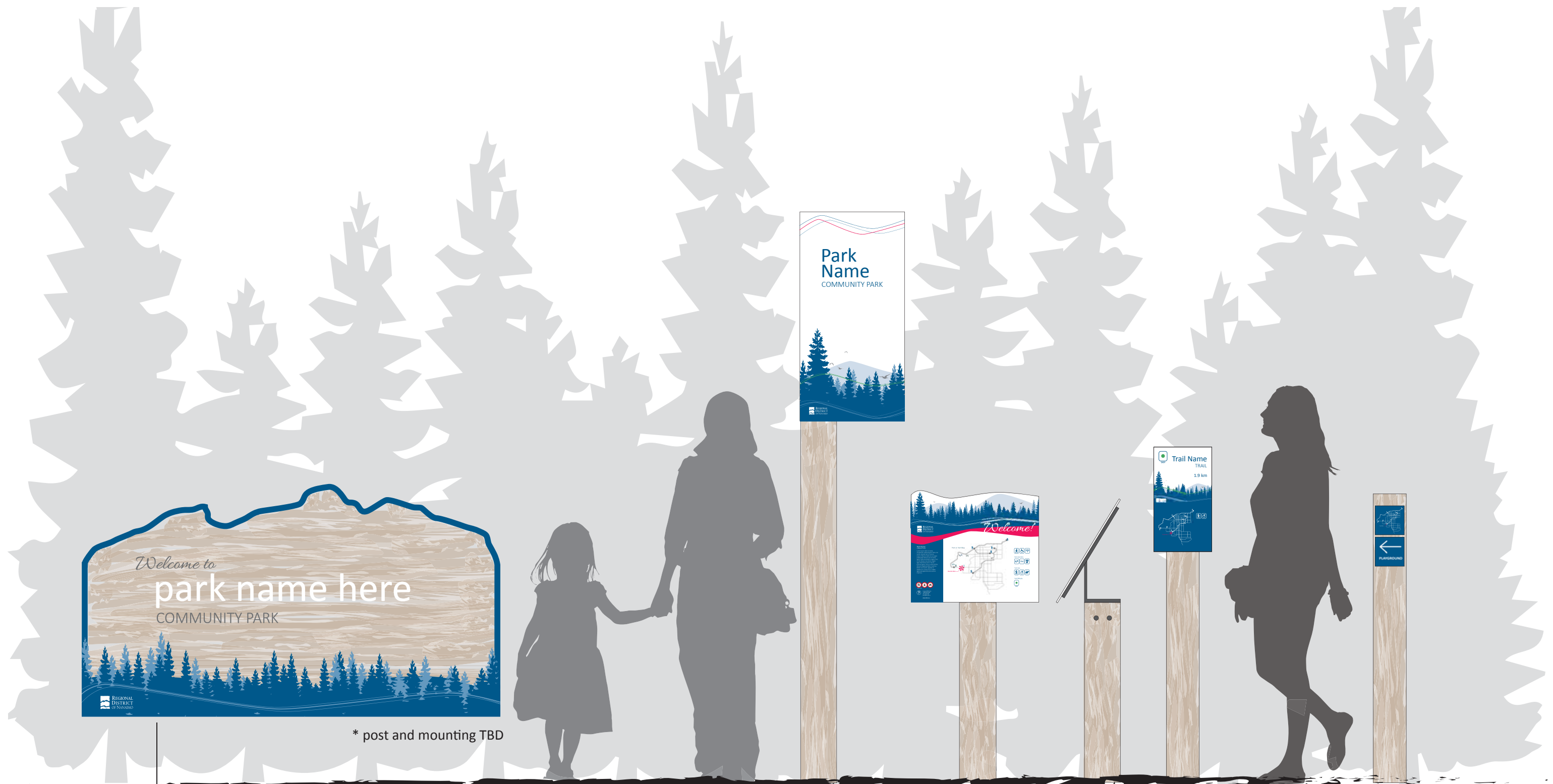
Renée Lussier
rlussier@rdn.bc.ca
06 March 2018

Reviewed by:

- W. Marshall, Manager of Parks Services

Attachments

1. Signage Family for Community Parks and Trails



* post and mounting TBD

IDENTIFICATION sign
cedar wood product and dimensions
to remain

ENTRANCE sign
size: 18x36"
height to
top of sign: 8'

WELCOME sign
size: 18x22"
height to top of sign: 4'
*panel tilt 30° back

INTERPRETIVE sign
size: 18x22"
height to top of sign: 4'
*panel tilt 30° back

TRAIL HEAD sign
size: 10x18"
height of top of sign: 4'-8"

DIRECTIONAL sign
size: 5x5"
height to top of sign: 4'

SIGNAGE CLASSIFICATION FOR THE SIGNAGE STRATEGY FOR COMMUNITY PARKS AND TRAILS
EASC Meeting February 13th, 2018