

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE  
MONDAY, JANUARY 23<sup>rd</sup>, 2017  
7:00 PM**

*(Gabriola Arts Centre)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**WELCOME NEW MEMBERS**

**ELECTION OF SECRETARY**

**DELEGATIONS**

*Motion to receive late delegation.*

**MINUTES**

Minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held September 19, 2016.

*Motion to adopt the Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**CORRESPONDENCE/COMMUNICATIONS**

D. Cavill, Gabriola Lions Club to H. Houle, RDN **RE: Request for Storage Space**

*Motion to receive Correspondence/Communications*

**REPORTS**

Monthly Update Regional and Community Parks and Trail Projects – Oct-Dec 2016

Huxley Community Park –Update (verbal)

Piolet Bay Community Park (verbal)

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS/CORRESPONDENCE**

**NEW BUSINESS**

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

**May 15, 2017**  
**7-9pm**  
**Gabriola Arts Centre**

Disbursement: H. Houle (Chairperson), M. Walker, S. Betts, K. Clifford, A. Johnston, G. Borsuk, R. Brockley, T. Osborne, W. Marshall, E. McCulloch

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
MONDAY, SEPTEMBER 19, 2016  
7:00pm**

***(Gabriola Arts Centre)***

**Attendance:** Howard Houle, Director, RDN Board, Chair  
Sam Betts  
Randy Young  
Megan Walker  
Allen Johnston

**Staff:** Elaine McCulloch, Park Planner

**Regrets :** Kyle Clifford

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**CALL TO ORDER**

Chair H. Houle called the meeting to order at 7:00 p.m.

**ELECTION OF SECRETARY**

A volunteer for the position of secretary was requested by Howard Houle. R. Young volunteered to be secretary.

**AGENDA**

Additions to the agenda were requested by Howard Houle, with none provided.

Delegations from Burnside, GaLTT and Glenna Borsuk were then added to the agenda.

MOVED R. Young, SECONDED M. Walker, to adopt the amended agenda.

CARRIED

**DELEGATIONS**

**Andrew Deggan, 707 Lockinvar Lane presented on behalf of the Spruce, Church Street, Lockinvar, Burnside and Rossway Residents Coalition.**

The delegation stated the majority of residents would be directly affected by the Potlatch proposal and are opposed to the proposal. Reasons given include the difference in value between the donor lands and the receiver lands (Potlach proposes to trade economically and ecologically much less valuable land for the right to develop land of considerably greater value); the uncertainty of the re-zoning / subdivision process as the developer is under no obligation to honour even the suggested 47.7 acres of parkland once the re-zoning is approved; the proposed 10 m riparian setback on Mallet Creek is against regulations as it should be a minimum of 30 meters and trail development is not allowed within this area; the inclusion of the pond and earthen dam is a serious liability and financial risk to the community; concerned about the possibility of a higher final density of the area due to a loophole in Section 14 of the BC Property Strata Act; consideration should be given to the increase in maintenance costs this additional

park land will require – perhaps that money could be spent on purchasing the property between Coats Marsh Regional Park and the 707 Community Park instead.

**John Peirce, presented on behalf of the Gabriola Land and Trails Trust (GaLTT) Board.**

The delegation stated GaLTT strongly supports the Potlatch/Henning Density Transfer Proposal. Reasons given include that it would increase of Gabriola protected lands to 12% (which is still lower than most other Gulf Islands); it would provide improved, integrated trail access to 707 Community Park and improved environmental protection of Coats Marsh; the proposed trails would provide both recreational opportunities and easy access to services in the village core and would support GaLTT's longstanding objective of having trail connections from Descanso Bay Regional Park to Drumbeg Provincial Park; and it would provide improved environmental protection measures to Mallet Creek and reservoir. GaLTT recommends the following improvements to the proposal:

- That the connecting trails in the Receiver Parcels be established as "Linear Parks" as soon as feasible;
- That the proposed parkland along Mallett Creek (from the reservoir to Taylor Bay Rd) include the provision of a trail corridor that is outside the riparian area setbacks;
- That the proposed trail network include a viewpoint over the Strait of Georgia from the top of the bluff, approximately at the north end of lot 7 with a trail down the steep road cut to the valley floor, across the base of cliff to Lot 1 and out to Horseshoe Rd.

**Glenna Borsuk**, requested an application to be on the Parks and Open Space Advisory Committee.

**MINUTES**

MOVED R. Young, SECONDED S. Betts to receive the Notes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday May 17, 2016 as presented.

CARRIED

MOVED M. Walker, SECONDED S. Betts to adopt the Minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday March 2, 2016, as presented.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

**CORRESPONDENCE/COMMUNICATIONS**

D. Cavil, Gabriola Lions Club to E. McCulloch, RDN **RE: Funding Application**

N. Doe to T. Osborne, RDN **RE: Gabriola Coats Marsh Trail Proposal** (For information)

W. Marshall, RDN to N. Doe **RE: Trail Development – Coats Marsh Regional Park** (For information)

T & B Ballantyne to H. Houle, RDN **RE: Trail request at fawn Place ROW to 707 North Trail**

G. Hanson, Nanaimo Foundation to E. McCulloch, RDN **RE: 2016 Grant Application to the Nanaimo Foundation & Community Fund for Canada's 150th.**

MOVED A. Johnston, SECONDED M. Walker to receive the correspondence

CARRIED

## REPORTS

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

- RDN staff to meet with GaLTT to plan 707 maintenance, drainage and sign work towards the end of October.
- Committee members requested staff to contact MOTI to ask for Japanese Knotweed removal along Whalebone Drive as well as the patch at Cooper and South Rd.
- The Coats Marsh Regional Park Trail development is now on hold, pending the outcome of the Potlatch/Henning Density Transfer Proposal.

### Monthly Update Regional and Community Parks and Trail Projects - June-August 2016

- Rollo McClay Park - graffiti has resulted in many expensive repaints.
- Huxley Park – an application to the Canada 150 Infrastructure Program was submitted requesting funds for upgrades to the tennis and sport courts. Funding will be announced in October 2016. The Nanaimo Foundation awarded a \$7,000 grant towards the construction of the playground and a request for a \$5,000 grant from the Gabriola Lions Club has been submitted. A porta-potti will be installed at the park for the summer season in an effort to reduce water usage at Folklife Village.
- Garbage continues to be a problem at the Joyce Lockwood Park entrance.
- Village Way - MOTI has recently informed the RDN that they will not allow sidewalks with curb and gutter to be constructed within the road allowance as proposed for the Village Way. Further discussions regarding this decision are scheduled with the Province.

MOVED S. Betts, SECONDED M. Walker to receive the Report Updates.

CARRIED

### Five Year Planning 2016-2020

The Five Year Planning chart was reviewed by the Committee. Completed 2016 projects include two grant applications for Huxley Park; concrete pad installation at Huxley Park; and a new toilet surround at Joyce Lockwood CP.

The Fawn Place trail connection to 707 CP request was discussed. R. Young reported flagging a potential trail with T. Ballantyne from the Fawn Road right of way to the 707 North Road Trail, which could be cleared with a GaLTT work party.

MOVED R. Young, SECONDED S. Betts, that GaLTT develop a new trail alignment along the Fawn Place undeveloped road allowance to connect to the 707 CP's North Rd trail and a trail along the McCollum Road undeveloped road allowance to connect to the 707 CP's Coats Rd trail, subject to RDN Staff review of the location.

CARRIED

The Fawn Pl. and McCollum Rd trail development projects will replace the Bell's Landing project in the 5 year plan, with the Bell's Landing project deferred to 2017. H. Houle identified the need for culverting at some locations along these proposed trails.

H. Houle reported that the Bell's Landing water access improvements cannot be done by Emcon, as it requires a smaller machine. Power Squadron involvement is also required.

MOVED R. Young, SECONDED A. Johnston to replace the Bell's Landing project with the Fawn Road project in the Five Year Plan.

CARRIED

Director Houle reported that Lot 25 on Mudge Island, close to Dodd Narrows will be purchased by the RDN for use as a park for \$235,000 by September 30, 2016. Funding for the majority of the purchase will be requisitioned through short-term borrowing over a five year period and will be included in the Electoral Area 'B' Community Parks budget. The purchase was supported by donations from the Mudge Island Land Trust Association (\$8,000), Gabriola Land and Trails Trust (\$10,000) and \$12,000 of RDN Area B Parks Operational funding which has been transferred from the RDN Parks Mudge Water Access project.

**Bylaw Referral Park Implications – Gabriola Island Local Trust Committee Bylaw Nos. 289 & 290 (Density Transfer)**

The committee reviewed and generally supported the findings in the staff report. H. Houle suggested that the parks budget would require an increase of \$80,000 to be provided from Area B taxes.

The proposed 'donor' lands adjacent to the 707 were found to be a favourable addition to the 707 for environmental and trail purposes. H. Houle noted that the area in the south-east corner of the donor lot which has been excluded from the density transfer donor lands might be considered as an addition to the park land as it is part of the headwaters of Coats Marsh.

The proposed park and trail network presented in the conceptual subdivision layout plan for the 'receiver' parcels was discussed. Committee members supported the general concept of a large centrally located parkland dedication which is adjacent to Cox Community Park as well as the proposed trail connections between Cox Community Park and the Village Core. The Committee members would like the following additional park land considerations to be addressed in the final subdivision layout plan before re-zoning approval is granted:

- Remove the Mallett Creek reservoir from the park land dedication area and consider other means of providing public access to the reservoir area. Could it be incorporated into the Strata Common property instead of as Park land, perhaps with a Public Access ROW over it?
- Remove the Mallett Creek riparian area from the park land dedication and do not provide public trail access;
- Expand the park land area to incorporate more of the mature forest polygon to provide increased protection to this rare ecotype;
- Expand the public trail network to include a ridge trail or viewpoint overlooking Lock Bay;
- Expand the public trail network to include a trail connection along the north and eastern subject property boundaries linking the new connector road to Horseshoe Rd. It should be noted that determining the exact trail alignment may require more detailed environmental assessment as the trail would likely be within the riparian setback of Castle Brook;
- Further discussion is required regarding the tenure of the proposed trail connections. Confirmation if a Statutory Right-Of-Way over Common Property land is adequate or should the trail connections be dedicated as Park land.
- The POSAC would like to review the proposed subdivision's final Park land dedication prior to final approval;
- Confirmation on the required covenant restricting tree height adjacent to the Medical Clinic's helipad be needs to be provided.

MOVED R. Young, SECONDED S. Betts that the Gabriola Island Local Trust Committee of the Islands Trust be advised that the proposed 136-hectare park land addition to the 707 Community Park is acceptable and that further information and discussion is required prior to the park land dedication in conjunction with the subdivision of the 'receiver' parcels, specifically in regards to whether the Mallett Creek reservoir and dam be included within the park land dedication area.

CARRIED

MOVED A. Johnston, SECONDED M. Walker that the reports be received.

CARRIED

#### **BUSINESS ARISING FROM CORRESPONDENCE/COMMUNICATIONS**

#### **NEW BUSINESS**

Allen Johnston reported that Mudge Islanders are very pleased with the new Dodd Narrows Community Park purchase.

#### **COMMITTEE ROUND TABLE**

#### **ADJOURNMENT**

MOVED M. Walker that the meeting be adjourned at 8:25pm.

CARRIED

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Chairperson



# Gabriola Lions Club

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Howard Houle  
Director, Electoral Area B  
Regional District of Nanaimo  
1070 North Road  
Gabriola Island, BC V0R 1X3

12 October, 2016

## **REQUEST FOR STORAGE SPACE AT ROLLO McCLAY PARK**

The Gabriola Lions Club has been sharing a “goat barn” storage room with the Gabriola Commons on their property for several years but the area has become too small to meet our collective needs. Both organizations storage requirements have increased with the result that access to our respective stores has become restricted. In addition, additional items such as tents and medical support equipment are being stored in members’ garages and basements. The Gabriola Commons is unable to provide the requisite larger space at this time.

The Gabriola Lions Club owns folding chairs, collapsible tables, a hygienic wash station, two barbeques and several tents which, with the exception of our annual concert and pancake breakfast, are loaned to other Gabriola clubs and organizations. In addition, the Club owns a hospital bed and an electric motor scooter that it loans out at no charge to enable Gabriolans with medical conditions to recover in their own homes. For private events, the Lions Club charges a small fee to maintain the items but most organizations use our tables, chairs, tents, etc. for free. The Gabriola Lions Club does not own or control any buildings or real estate at this time.

To collocate all of the Lions material in one location we require approximately 200 square feet. I contacted the Gabriola Recreation Society to determine if any space was available in the portable classroom located behind the Concession Building on Rollo McClay Regional Community Park but was told that all of the floor space is currently in use. The Gabriola Lions Club would therefore like to propose the construction of storage building of appropriate size adjacent to the portable classroom on the Rollo McClay park. The building could be a wood framed or a prefabricated structure on a concrete slab or a 20-foot shipping container on a suitable foundation. The cost of construction and ongoing maintenance would be borne entirely by the Gabriola Lions Club. Any structure would be built in accordance with applicable building codes and environmentally guidelines. The type of structure and construction details will be determined only after full discussion and agreement with the RDN.



The Gabriola Lions Club appreciates that permission for us to own a storage facility at Rollo McClay might open the RDN to a flood of requests from other Gabriola clubs and organization for similar consideration. It should be noted, however, that the Lions Club is unique on Gabriola in that Lions are not permitted to benefit from their membership in the organization. The Lions Club exists for the sole benefit of the citizens of Gabriola and the Island's charitable organizations.

Please contact me at your convenience to further discuss this request. You can reach me by email at [dgcavill@shaw.ca](mailto:dgcavill@shaw.ca) or by phone at 250 247-8929. I look forward to hearing from you soon.

Yours sincerely,

Douglas Cavill  
Past President  
Gabriola Lions Club

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

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

**SUBJECT:** Parks Update Report

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## RECOMMENDATION

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

## SUMMARY

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

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

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

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

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

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

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

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

***Operations – Key Highlights***

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

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

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

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

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

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

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

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

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

***Service Calls*** -

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

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

**Park Statistics**

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

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

**Permits**

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




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

Reviewed by:

- T. Osborne, General Manager of Recreation and Parks

**Attachments**

1. Parks Work Plan - Jan 2017

## Parks Work Plan January 2017 Update

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

## Parks Work Plan January 2017 Update

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

## Parks Work Plan January 2017 Update

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

## Parks Work Plan January 2017 Update

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



## Parks Work Plan January 2017 Update

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

## Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG CAP	Board	2014-001	Morden Colliery	Lease Upgrade	2014	TBD	Underway	Waiting to for processing update from Province.
REG CAP	16-124,14-755,14-754	2017-047	Morden Colliery	Design/Tender	2017	2018 Q2	Underway	Project delayed because of ALC development application process.
REG - Other	Other	2016-019	Amazing Places/Top Trails	With VI Tourism	2016	2017 Q4	Underway	Top Bridge made the list as top ten. Launch event planned for March 30 at the Parkville Civic Centre. Signage to come.
REG - Other	Staff	2017-018	Brochure	Design/Print	2017	2017 Q4	Not started	Planned for Fall of 2017
Other	Operational	2016-031	2017 Budget	Create	2016	2017 Q1	Underway	The preliminary 2017 budget is completed. During January, the budget will be amended based on the actual surplus and any changes requested by the Area Directors.
Other			Acquisitions	Assessment and Report			Underway	Several properties under consideration.
Other	Operational		Budget and Workplans	Ongoing Monitoring			On Going	Ongoing
Other	Staff	2019-006	Bylaw 1399	Update	2019		Not started	Planned for 2019
Other	Operational	2017-045	Call and Work Tracking	Install system and train	2017	2017 Q2	Not started	Program will be ordered once the budget is approved.
Other	Staff	2019-005	Donation Program	Create Program	2019		Not started	Planned for 2019
Other	Operational		GIS and Mapping	Ongoing mapping			On going	Ongoing
Other	Operational	2016-030	Maintenance Contracts	A, Ext, EW, E, F, H, E&N, VW	2016	2017 Q1	Underway	Draft RFP being written, review planned mid Jan, with RFP issued beginning of Feb
Other	Operational	2017-046	Park Maintenance Plans	Create	2017	2017 Q4	Underway	Co-inciding with RFP for developed C.P's
Other	Operational		Park Stats	Ongoing updates			On Going	Ongoing
Other	Operational	2018-022	Purchasing System	Create System	2018		Not started	Planned for 2018
Other	Operational	2017-044	Risk Management	Update Inspection Program	2017	2017 Q4	Underway	Work will be carried out throughout 2017.
Other	Operational	2016-032	SharePoint system	Create and upload old	2016	2020	Underway	Staff continue to move files from the old files to the new system
Other	Operational	2017-039	Staffing	Parks Planner	2017	2017 Q2	Not started	Position to be posted shortly.
Other	Operational	2017-043	Worksafe BC	Update Program	2017	2017 Q4	Underway	Work will be carried out throughout 2017.