

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

**Monday, July 24, 2017**

**7:00 P.M.**

**Gabriola Arts Centre**

**Pages**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1 Electoral Area 'B' Parks and Open Space Advisory Committee Meeting January 23, 2017** **3**

That the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held January 23, 2017 be adopted.
- 4. DELEGATIONS**
- 5. CORRESPONDENCE**
- 6. UNFINISHED BUSINESS**
- 7. REPORTS**
  - 7.1 Bylaw Referral Park Implications Gabriola Local Trust Committee Bylaw Nos. 289 and 290 (Potlatch Density Transfer)** **6**

That the Board advise the Gabriola Island Local Trust Committee that the RDN will accept the proposed 16.4-hectare parkland dedication through subdivision under Section 510 of the Local Government Act following adoption of Bylaws 289 and 290 by the Islands Trust.

That the Board advise the Gabriola Island Local Trust Committee that the RDN will accept proposed SRW #1, #2, #3 and #4 as public trail connections through subdivision following adoption of Bylaws 289 and 290 by the Islands Trust.

That the Board direct staff to include planning and development of the parkland dedication and trails in the Electoral Area 'B' Parks and Open Spaces Advisory Committee work planning session for prioritization and \$186,000 be included in the long term Financial Plan.
  - 7.2 Parks Quarterly Update Report Jan- Mar 2017** **49**

That the parks quarterly update for January to March 2017 be received as information.

8. BUSINESS ARISING FROM DELEGATIONS
9. NEW BUSINESS
  - 9.1 Whalebone Water Access (Handout)
10. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
MONDAY, JANUARY 23, 2017  
7:00pm

*(Gabriola Arts Centre)*

**Attendance:** Howard Houle, Director, RDN Board, Chair  
Kyle Clifford  
Allen Johnston  
Rob Brockley  
Glenna Borsuk  
Megan Walker

**Staff:** Elaine McCulloch, Park Planner

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**CALL TO ORDER**

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

**WELCOME NEW MEMBERS**

Two new members were welcomed to the Area 'B' POSAC Committee: Rob Brockley and Glenna Borsuk. Megan Walker was welcomed back for a second term.

**ELECTION OF SECRETARY**

M. Walker volunteered to fill the position of secretary starting in in the spring. E. McCulloch will take minutes for this meeting. As no other nominations were received, Director Houle declared M. Walker secretary.

**DELEGATIONS**

**Doug Cavill, Gabriola Island Lions Club** Re: Request for storage space at Rollo Community Park.

D. Cavill requested the RDN consider allowing the Lions Club to erect a 200 sq.ft. storage building at Rollo Community Park. The building or storage container would be used to store equipment owned by the Lions but which is lent out for many non-profit events that take place on the Island.

**MINUTES**

MOVED G. Borsuk, SECONDED K. Clifford that the minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held September 19, 2016 be approved.

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**

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

M. Walker requested a site tour of the proposed park land dedication on the receiving parcels prior to the POSAC considering the next Islands Trust (IT) referral on this application. The second Islands Trust referral is expected before the IT Public Meeting.

## **CORRESPONDENCE/COMMUNICATIONS**

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

J. Woods to E. McCulloch, RDN **RE: Bells Landing Boat Ramp Improvements**

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

CARRIED

## **REPORTS**

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

H. Houle reviewed the staff report with the following highlights:

- Village Trail Update – Final design approval for the trail has been denied by the Ministry of Transportation and Infrastructure as they will not approve the construction of infrastructure (e.g. storm drainage or sidewalks) in their road corridor. The Ministry will consider allowing widening the pavement beyond the fog line to create a large asphalt shoulder. Director Houle expressed disappointment with this option as it would not improve pedestrian safety.
- RDN staff to meet with GaLTT this spring to review trail projects for 2017, including the development of the new Fawn Pl and McCollum Rd access trails to 707 Community Park.

### **Huxley Community Park Update**

Ms. McCulloch informed the Committee that Newline Skateparks and Spectrum Skateparks have been engaged as the design consultant team to develop a concept plan for the Huxley Skatepark. The first community design workshop is planned for February and the final concept plan and cost estimates are to be completed by the summer of 2017. Playground construction is scheduled for 2017. Grant funding for tennis court and sport court upgrades is still pending; if funding is received these projects will move ahead for 2017.

### **Pilot Bay Community Park Update**

At the November 5<sup>th</sup>, 2013 POSAC meeting a motion was passed directing staff to develop a trail/viewpoint at Pilot Bay Community Park (formerly known as Decourcey Community Park). Ms. McCulloch informed the Committee that due to competing park development priorities the project has not been completed. Staff advises that this project is on the list to complete in 2018. The item will also go on the agenda for the RDN to discuss with GaLTT as a potential project to work with them on.

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

CARRIED

**BUSINESS ARISING FROM CORRESPONDENCE/COMMUNICATIONS**

MOVED R. Brockley, SECONDED G. Borsuk that staff be directed to investigate the feasibility of the Gabriola Island Lions Club building a storage shed at Rollo McClay Community Park.

CARRIED

MOVED A. Johnston, SECONDED G. Borsuk that staff be directed to investigate the feasibility of constructing a boat launch and associated parking lot at the Bells Landing MoTI water access on Gabriola Island.

CARRIED

**NEW BUSINESS**

**COMMITTEE ROUND TABLE**

G. Borsuk discussed the idea that the RDN work with the Islands Trust to explore if there is a public appetite to increase the options for park and trail acquisition on Gabriola.

**ADJOURNMENT**

MOVED M. Walker that the meeting be adjourned at 8:35 pm.

CARRIED

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Chairperson

**TO:** Electoral Area B Parks and Open Space Committee      **MEETING:** July 24, 2017  
**FROM:** Elaine McCulloch  
Parks Planner      **FILE:**  
**SUBJECT:** Bylaw Referral Park Implications – Gabriola Islands Trust Bylaw Nos. 289 & 290

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**RECOMMENDATION**

1. That the Board advise the Gabriola Island Local Trust Committee that the RDN will accept the proposed 16.4-hectare parkland dedication through subdivision under Section 510 of the Local Government Act following adoption of Bylaws 289 and 290 by the Islands Trust.
2. That the Board advise the Gabriola Island Local Trust Committee that the RDN will accept proposed SRW #1, #2, #3 and #4 as public trail connections through subdivision following adoption of Bylaws 289 and 290 by the Islands Trust.
3. That the Board direct staff to include planning and development of the parkland dedication and trails in the Electoral Area ‘B’ Parks and Open Spaces Advisory Committee work planning session for prioritization and \$186,000 be included in the long term Financial Plan.

**SUMMARY**

The Gabriola Island Local Trust Committee (LTC) has requested that the Regional District of Nanaimo (RDN) review the amended draft rezoning Bylaw Nos. 289 and 290 and indicate if the RDN would accept the proposed 16.4-hectare parkland dedication and the four public trail Statutory Right-of-ways (SRW) which would result from the future subdivision of the rezoned lands. The proposed 16.4 hectares of parkland addition and public trail connections would connect the village center with the waterfront at Descanso Bay Regional Park and would expand Cox Community Park to 50 hectares (123.5 acres) (Attachment 1).

After the lands are transferred to the RDN, a master planning process for the park will be required to determine the community’s expectation for park development. Assuming minimal park development similar to that of the 707 Community Park on Gabriola, \$186,000 will need to be put into the Electoral Area ‘B’ Long-Term Financial Plan for planning and park development. It is estimated that once park development has been completed, the annual park and trail operational costs for the park and its associated community trails will be approximately \$15,000 - \$18,500.

**BACKGROUND**

On March 10, 2017, the Islands Trust provided the RDN a referral request to review the amended draft rezoning Bylaw Nos. 289 and 290 and indicate how the RDN’s park interests are affected by the proposed parkland dedication and the four public trail SRWs that would result from the future subdivision of the subject property (Attachment 2).

Future subdivision of the subject property will require a dedication of 5% of the area of land being subdivided as per Section 510 of the *Local Government Act (LGA)*. The total area of the subject property

is 67.8 ha (167.5 acres) requiring a dedication of 3.4 ha (8.4 acres) of usable park land. The conceptual strata subdivision plan shows a 25 lot subdivision with 16.4 hectares (40.5 acres) of community park, constituting 25% of the subject property. However, when taking into consideration the 5.3 hectares of park area which will be encumbered by a flight path covenant and the additional 0.44 hectare of park located within the riparian area of Mallet Creek, the remaining area of unencumbered, usable park land is 10.66 ha (26.3 acres) or 15.7% of the subject property. The subject property, including the dedicated park and community trail SRWs, are proposed to be re-designated to Rural Residential 2 (RR2). The appropriate 'Park' zoning is to be determined in consultation with the LTC at a later date.

As a condition of park land acceptance, the applicant is requiring the RDN agree to be a signatory to a restrictive covenant with the Gabriola Health Care Foundation Medical Clinic (GHCF) to allow the maintenance of a flight path over the park land for the Helipad that serves the Gabriola Community Health Centre (Attachment 3). The GHCF has prepared a draft covenant that would allow the GHCF to prune or remove trees within the proposed park to maintain the required clearance within the flightpath with all flight path maintenance costs to the GHCF (Attachment 4). The impact of the height restriction on park vegetation and the location of any future park structures will be most evident in the south-east corner of the park closest to the helipad and encompasses approximately 2.38 hectares or 14.5% of the park land (Attachment 5). It should be noted that while the height restriction covenant restricts the height of vegetation and built structures within in a certain area, it does not preclude the development of trails, fields, parking lots, playground structures or other park amenities within that same area.

The proposed park land generally slopes at an 8% - 10% grade down to Mallet Creek, and flattens out where it intersects with existing Cox Community Park. The park land is located within the Coastal Douglas Fir moist marine subzone and has been selectivity logged in the recent past. In 2012 the area of the park within the flight path was cleared upon completion of the Helipad. The higher elevation, southern half of the proposed park lands is an early successional pole-sapling regenerative forest composed of primarily regenerating Douglas fir, shore pine and arbutus interspersed with forest openings featuring exposed bedrock. The Mallet Creek riparian area which includes the incised draws that lead to the creek is a mature stage winter wet - summer moist ecotype composed of primarily western red cedar, with red alder, big leaf maple, and western hemlock.

The Islands Trust's *Regional Conservation Strategy, 2005-2010* identifies an objective to achieve at least 15% protection of the total area of Gabriola Island. The proposed parkland addition as presented would bring that number up to 12% from the existing 9.1% of the Island that is currently identified as being protected from development in parks and nature reserves.

The proposed parkland corresponds with the park acquisition policies identified in Section 4.2, subsections C and D of the *Gabriola Island OCP, Bylaw 262 (2017)* based on the following considerations: the proposed parkland is centrally located within the subdivision with a portion of the northern park boundary contiguous with Cox Community Park; the park land has potential for recreational capability and can be easily connected to Cox Community Park with a trail across Mallet Creek; and the existing access roads within the park land will serve as logical future trail connections (Attachment 6). The subdivision layout has maximized the park frontage onto the new Church Road connection and minimized the interface between the park and adjacent residential lots which will help reduce potential property owner/park user conflicts. There is an appropriate location for a public parking lot off Church Road that can serve as a trailhead for the new park as well as for Cox Community Park. There is no provision to develop a well in the park and no water service connection will be provided.

In addition to the parkland dedication outlined above, the revised conceptual strata subdivision plan identifies four statutory right-of-ways allowing public trail use. Trail SRW #1 provides an 8-meter wide

trail corridor that provides community trail connections through the proposed subdivision between Cox Community Park, and the village centre; Trail SRW #2 provides an 8-meter wide trail corridor that connects the village centre and the proposed community park and the Gabriola Community Health Centre; Trail SRW #3 allows the public non-vehicular access along the internal strata driveway and connects Taylor Bay Road to Trail #2 and the proposed community park; Trail SRW #4, width undefined, does not provide any connection and provides a limited winter vista when the trees are bare but it would provide a wildlife corridor. The provision of these community trails, with the exception of trail #4, corresponds with park acquisition policies identified in Section 4.2, subsections e, f and g of the *Gabriola Island OCP, Bylaw 262 (2017)* (Attachment 6). Trail SRWs #1, #2, and #3 are to be located on strata common property with a statutory right-of-way for public access with the RDN, whereas, trail SRW #4 would be placed on the title of lot 8. Trail development and maintenance is to be the responsibility of the RDN.

As a condition of rezoning, the LTC will be requiring the applicant register a Section 219 covenant on the subject property which will include a copy of the conceptual subdivision plan and the associated park land dedication and community trail SRWs. These lands will be transferred to the RDN at the time of final subdivision approval and will be in substantial compliance with the conceptual subdivision plan. Both the LTC and the RDN will be a signatory to this Section 219 covenant as the covenant deals with park land as well as land use planning.

If accepted, the proposed 16.4 ha addition to Cox Community Park will create a linear parkland and public trail network connecting the village center with the waterfront at Descanso Bay Regional Park. In addition to new trail development, parking lot construction and improvements to existing access road trails within the new park, a new trail within existing Cox Community Park and bridges across Mallet Creek will be required to link the two parks together (Attachment 7). With the expansion of Cox Community Park to approximately 50 hectares (123.5 acres) and its associated interconnected trail network, it is recommended that a park master plan be completed for the park that includes public consultation.

Parks staff and the Electoral Area Director conducted a site tour of the proposed parkland and trail corridors in August 2016 followed by the Parks and Open Space Committee on May 23<sup>rd</sup>, 2017.

## **ALTERNATIVES**

1. That the Gabriola Island Local Trust Committee be advised that the proposed 16.4-hectare parkland dedication is acceptable and that the RDN will accept SRW #1, #2, #3 and #4 as public trail connections; and that planning and development costs of \$186,000 be included in the Area 'B' long-term work plan and financial plan.
2. That the Gabriola Island Local Trust Committee be advised that the proposed 16.4-hectare parkland dedication is not acceptable and that the RDN will not accept SRW #1, #2, #3 and #4 as public trail connections.
3. That the Board provide alternative direction to staff.

## **FINANCIAL IMPLICATIONS**

The extent of future park development will be confirmed through the Park master planning process. The following development and operational cost estimates are based on the assumption that the park will require minimal development as outlined in Attachment 8. Preliminary cost estimates for park development could be provided once final trail routes, creek crossings, and parking lot design have been determined. Trail development and footbridge crossings within the Mallet Creek riparian area will



require provincial approvals and the guidance of a registered professional biologist and a geotechnical engineer.

\$20,000 - \$25,000	Master Plan (including a site assessment and environmental overview)
\$100,000 - \$133,000	Park development
\$20,000 - \$28,000	Community Trail development (Trail #1, #2, and #3)

Assuming minimal park development as described above, annual park and trail operational costs for the park addition and its associated community trails would be approximately \$15,000 - \$18,500 which is comparable to the average yearly operational costs for similarly developed parks such as the Englishman River Regional Park and Nanaimo River Regional Park.

Currently, no other funds have been identified for Cox Community Park addition development or maintenance in the five-year financial plan.

### STRATEGIC PLAN IMPLICATIONS

The Strategic Plan 2016-2020 identifies a focus on service and organizational excellence, and through the acquisition of the proposed parkland addition to Cox Community Park and the associated community trail corridors linking Gabriola's village core with the park, the RDN will provide for community mobility and secure an additional recreational amenity for the residents of Electoral Area 'B'. The addition of parkland that enlarges an existing park is supported by the RDN's strategic priority to focus on protecting and enhancing our environment.



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Elaine McCulloch  
emcculloch@rdn.bc.ca  
June 29, 2017

#### Reviewed by:

- W. Marshall, Manager, Park Services
- T. Osborne, General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. Park Land Dedication Context Map
2. Islands Trust Referral Request March 10, 2017
3. Letter from Gabriola Health Care Foundation to Regional District of Nanaimo Re. Flight Path Covenant background information
4. Draft Flightpath Covenant, Gabriola Health Care Foundation and Regional District of Nanaimo
5. Helicopter Flight Path Plan and Profiles through Park Land
6. Excerpt from Gabriola Official Community Plan; Bylaw No. 166, 1997 (consolidated Feb 2017)
7. Potential Trail Connections
8. Park and Trail Development and Operational Cost Estimates











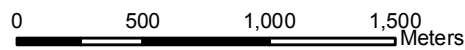
**ATTACHMENT 1**  
**Proposed park Land Dedication Context Map**



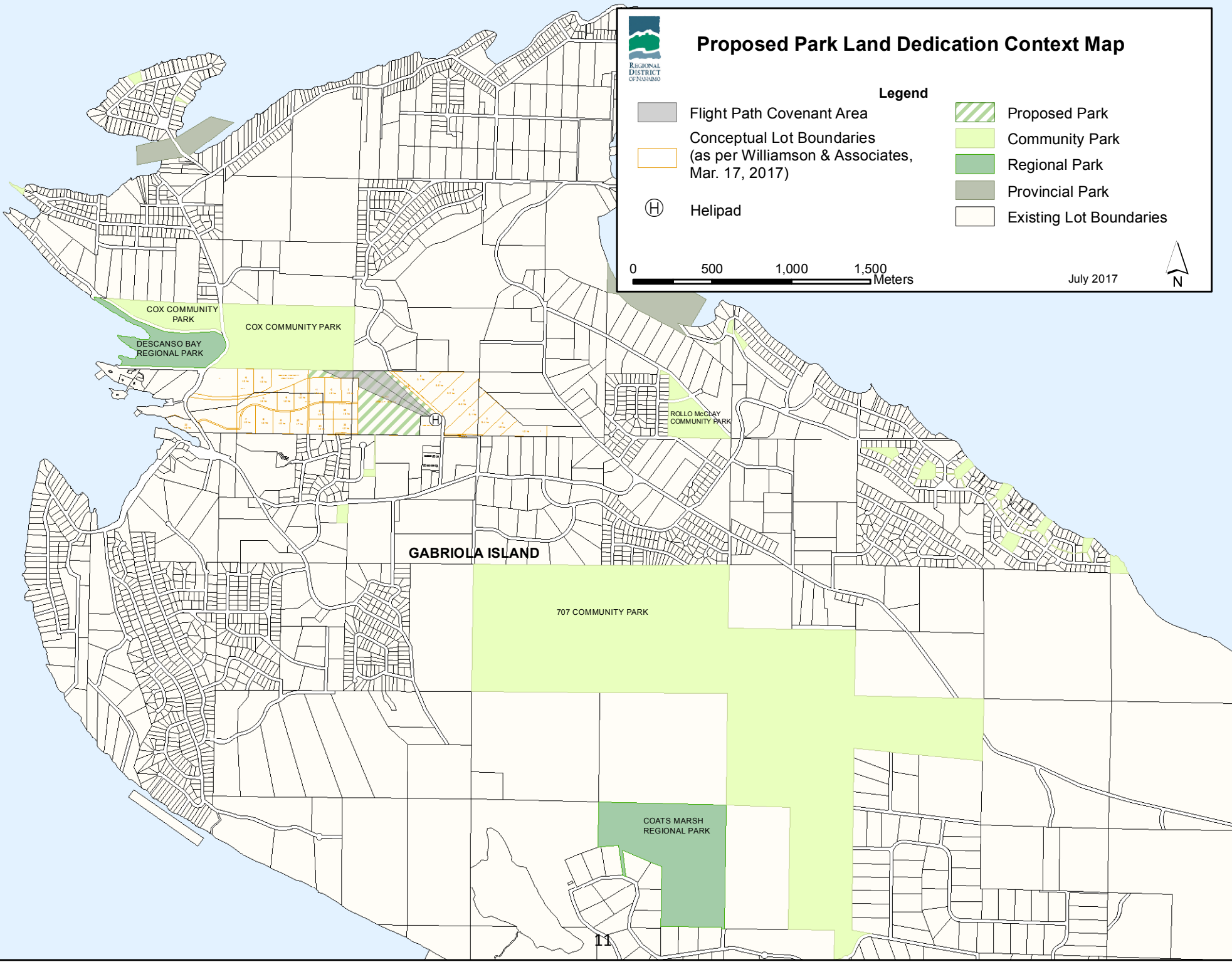
# Proposed Park Land Dedication Context Map

### Legend

-  Flight Path Covenant Area
-  Conceptual Lot Boundaries (as per Williamson & Associates, Mar. 17, 2017)
-  Helipad
-  Proposed Park
-  Community Park
-  Regional Park
-  Provincial Park
-  Existing Lot Boundaries



July 2017



**ATTACHMENT 2**

**Islands Trust Referral Request March 10, 2017**

**Including draft bylaws No. 289 and No. 290 and revised subdivision layout**



700 North Road, Gabriola Island, BC V0R 1X3  
Telephone **250-247-2063** Fax 250-247-7514

Toll Free via Enquiry BC in Vancouver 604.660.2421 Elsewhere in BC **1.800.663.7867**

Email [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)

Web [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca)

March 10, 2017

VIA EMAIL [wmarshall@rdn.bc.ca](mailto:wmarshall@rdn.bc.ca)

Regional District Board  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

**Attention: Wendy Marshall, Manager of Parks Services**

Dear Wendy Marshall,

**Re: Parkland Dedication for Bylaw Amendment Application GB-RZ-2016.1 (Williamson and Associates, Potlatch Properties), Gabriola Island**

The Gabriola Island Local Trust Committee (LTC) passed the following resolution at their March 9, 2017 regular business meeting:

*It was MOVED and SECONDED that the Gabriola Island Local Trust Committee refer Proposed Bylaws No. 289, cited as "Gabriola Island Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2016", and Bylaw No. 290 cited as "Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 1, 2016", (GB-RZ-2016.1) to the Regional District of Nanaimo Board for a decision regarding proposed parkland dedication on the receiving lands and for consideration of accepting proposed Trail #4 as a statutory right of way.*

CARRIED

The RDN has accepted by resolution, the proposed 136 hectare addition to the 707 Community Park in the 'donor lands' of this application. The applicant is proposing a 16.4 hectare park on the receiver lands (Attachment 1) to satisfy the 5% parkland dedication requirements of the *Local Government Act* for the proposed 17 strata and 8 fee simple lot subdivision. This proposed parkland is in excess of the 5% required and no longer includes Mallett Creek or the existing pond. These water features are now proposed to be part of the Strata Common Property. The applicant is also proposing four statutory rights-of-way (SRW) shown on Attachment 1 as Trails #1 through #4, as community trails to link Cox Bay Community Park and the adjacent neighbourhoods.

The Gabriola Lands and Trails Trust (GALTT) board has indicated it would be willing to secure proposed Trail #4 through a licence of occupation or a SRW. The LTC is interested in hearing from the RDN as to whether or not the RDN Board would consider all four SRWs as trail connections to Community Parks.

The LTC is hosting a 'Community Information Meeting' on the proposed application on Monday March 20, 2017 from 7:00 pm – 8:30 pm at the Gabriola Island Community Hall, 2200 South

Road. We would like to extend an invitation for the members of the RDN Parks and Open Space Advisory Committee to attend. The LTC has also scheduled a Public Hearing on Proposed Bylaw Nos. 289 and 290 for March 29, 2017 at 7:00 pm at the Haven, Phoenix Auditorium, 240 Davis Road, Gabriola Island.

Application details including recent staff reports and a copy of the draft restrictive covenant for the receiver lands, are posted on our applications page of the website:

<http://www.islandstrust.bc.ca/islands/local-trust-areas/gabriola/current-applications/>

Please contact me directly at [szupanec@islandstrust.bc.ca](mailto:szupanec@islandstrust.bc.ca) or 250.247.2211 if you require information or have any questions.

Sincerely,



Sonja Zupanec  
Island Planner  
Local Planning Services, Islands Trust

Copy:  
Gabriola Island Local Trust Committee  
Ann Kjerulf, Regional Planning Manager

Attachments:

1. Conceptual park and trail map for the 'receiver lands'
2. Proposed Bylaws No. 289 and 290

# PROPOSED

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**GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 289**

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**A BYLAW TO AMEND GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, 1997**

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The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited as “Gabriola Official Community Plan (Gabriola) Bylaw, 1997, Amendment No. 1, 2016”.

2. Gabriola Island Local Trust Committee Bylaw No. 166, cited as “Gabriola Official Community Plan (Gabriola ) Bylaw, 1997”, is amended as shown on Schedule 1, attached to and forming part of this bylaw.

READ A FIRST TIME THIS	26 <sup>TH</sup>	DAY OF	MAY	, 2016
READ A SECOND TIME THIS	12 <sup>TH</sup>	DAY OF	JANUARY	, 2017
PUBLIC HEARING HELD THIS		DAY OF		, 201x
READ A THIRD TIME THIS		DAY OF		, 201x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS		DAY OF		, 201x
APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT				
THIS		DAY OF		, 201x
ADOPTED THIS		DAY OF		, 201x

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**SECRETARY**

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**CHAIRPERSON**



**Gabriola Island Local Trust Committee**

**Bylaw No. 289**

**Schedule 1**

Gabriola Island Local Trust Committee Bylaw No. 166, cited as “Gabriola Official Community Plan (Gabriola ) Bylaw, 1997”, is amended as follows:

1. Schedule B –Land Use Designations – North Sheet is amended as follows:

a. On those lands described as :

- i. The South East  $\frac{1}{4}$  of Section 13, Gabriola Island, Nanaimo District Except The South West  $\frac{1}{4}$  of the South West  $\frac{1}{4}$  of The Said South East  $\frac{1}{4}$ ;
- ii. The South West  $\frac{1}{4}$  of Section 14, Gabriola Island, Nanaimo District; and
- iii. The West  $\frac{1}{2}$  of the North East  $\frac{1}{4}$  of Section 10, Gabriola Island, Nanaimo District;

the land use designation is changed:

from “Forestry” to “Parks”;

as shown on Plan No. 1 attached to and forming part of this bylaw.

b. On those lands described as :

- i. The South  $\frac{1}{2}$  of the North West  $\frac{1}{4}$  of Section 19, Gabriola Island, Nanaimo District Except Part in Plan EPP13396;

the land use designation is changed:

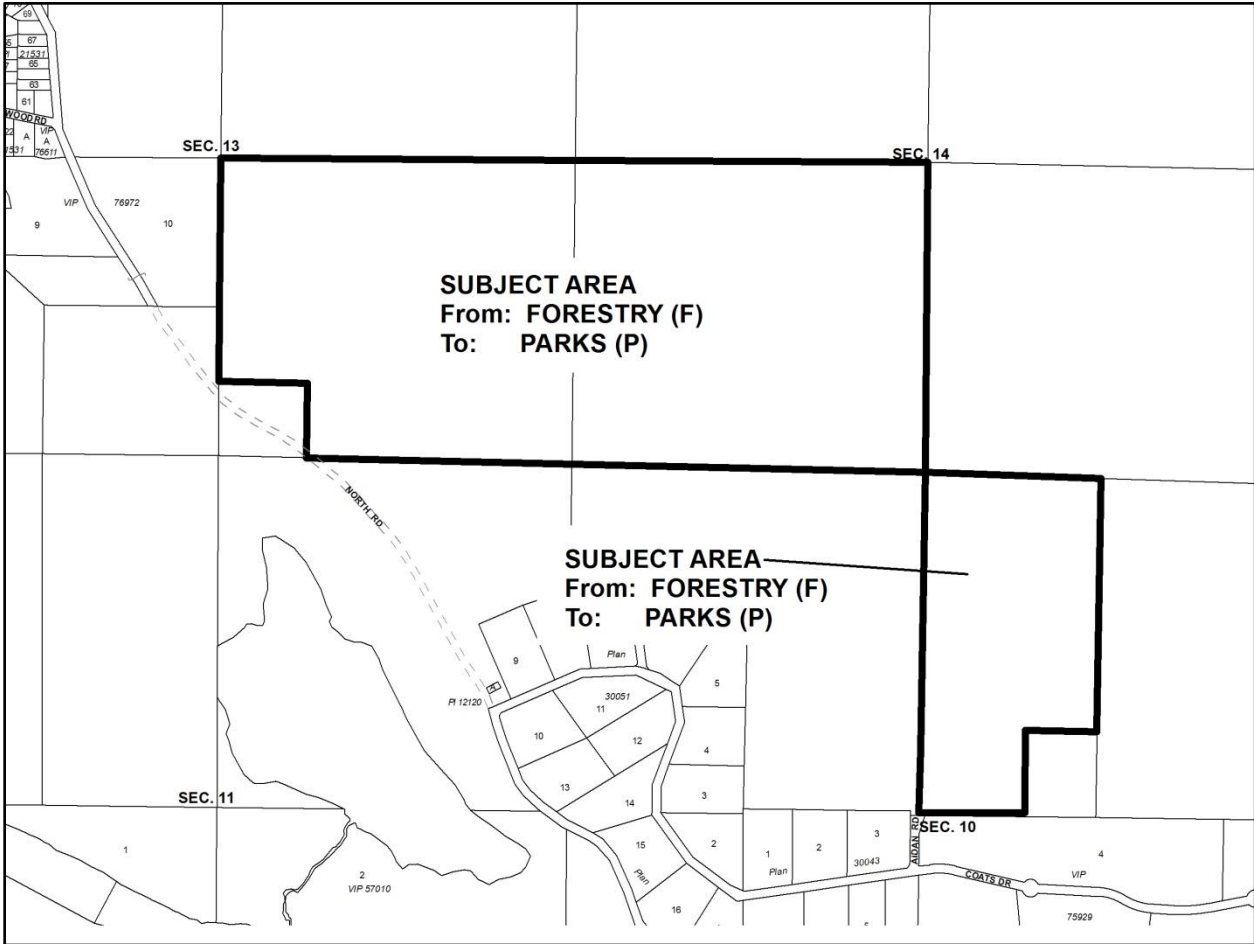
from “Forestry” to “Resource”;

as shown on Plan No. 2 attached to and forming part of this bylaw.

GABRIOLA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 289

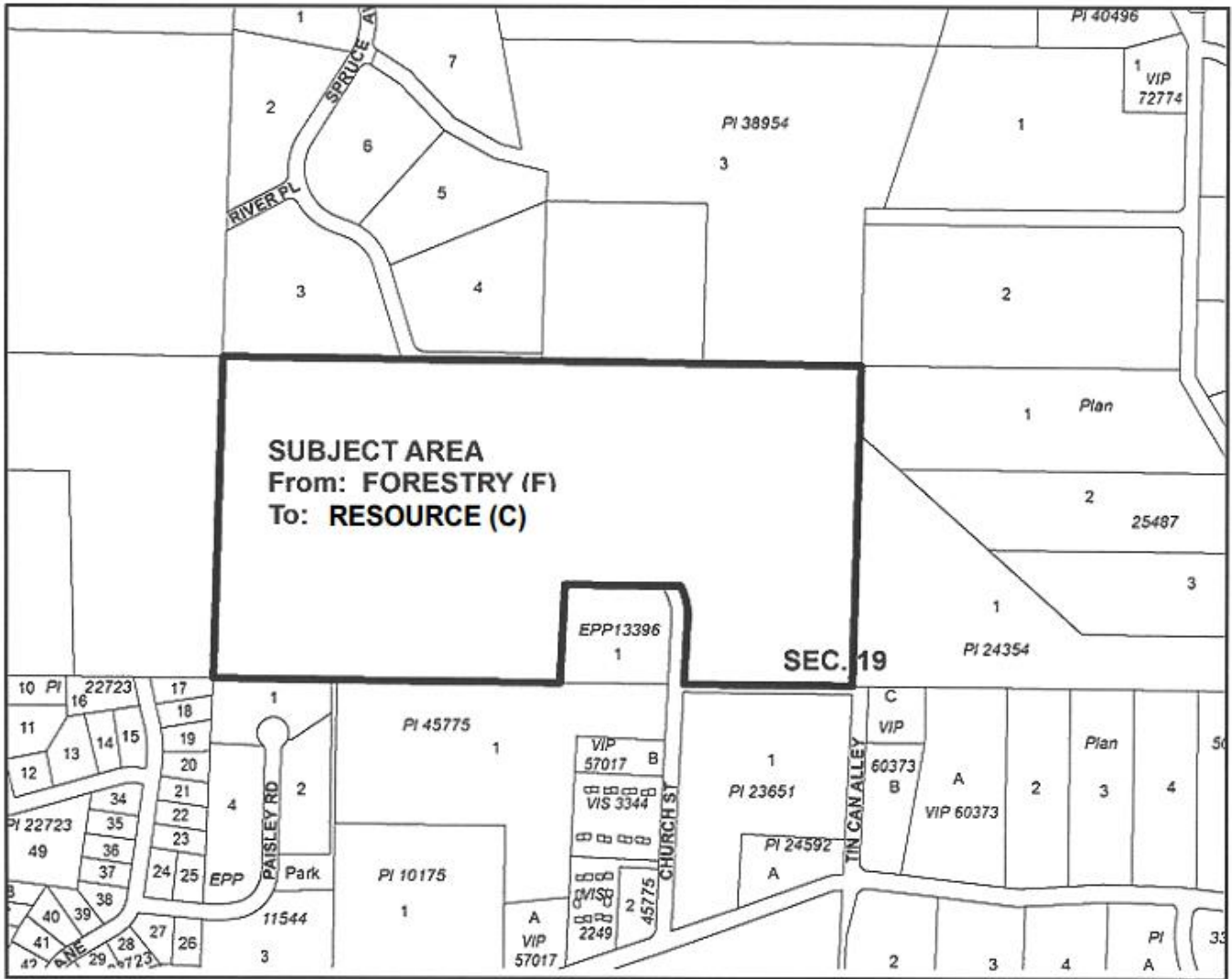
PLAN NO. 1



GABRIOLA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 289

PLAN NO. 2



# PROPOSED

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**GABRIOLA ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 290**

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**A BYLAW TO AMEND GABRIOLA ISLAND LAND USE BYLAW, 1999**

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The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Gabriola Land Use Bylaw, 1999, Amendment No. 1, 2016”

2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999,” is amended as shown on Schedule 1, attached to and forming part of this bylaw.

READ A FIRST TIME THIS	26 <sup>TH</sup>	DAY OF	MAY	, 2016
READ A SECOND TIME THIS	12 <sup>TH</sup>	DAY OF	JANUARY	, 2017
PUBLIC HEARING HELD THIS		DAY OF		, 201x
READ A THIRD TIME THIS		DAY OF		, 201x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS		DAY OF		, 201x
ADOPTED THIS		DAY OF		, 201x

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**SECRETARY**

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**CHAIRPERSON**

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE**

**BYLAW NO. 290**

**SCHEDULE 1**

Gabriola Island Land Use Bylaw No. 177 cited as “Gabriola Island Land Use Bylaw, 1999,” is amended as follows:

1. Schedule “A” - Section D.2 RESOURCE ZONES, insert new Subsection D.2.6(A) (Resource Residential 2 (RR2) after Subsection D.2.6 Resource Residential 1 (RR1) as shown on Appendix 1 attached to and forming part of this bylaw.
2. Schedule “B” - Zoning North Sheet is amended by changing the zoning classifications as follows:
  - a. On those lands described as :
    - i. The South East  $\frac{1}{4}$  of Section 13, Gabriola Island, Nanaimo District Except The South West  $\frac{1}{4}$  of the South West  $\frac{1}{4}$  of The Said South East  $\frac{1}{4}$ ;
    - ii. The South West  $\frac{1}{4}$  of Section 14, Gabriola Island, Nanaimo District; and
    - iii. The West  $\frac{1}{2}$  of the North East  $\frac{1}{4}$  of Section 10, Gabriola Island, Nanaimo District;the land use zoning is changed:

from “Forestry” to “Forestry/Wilderness Recreation”;

as shown on Plan No. 1 attached to and forming part of this bylaw.
  - b. On those lands described as :
    - i. The South  $\frac{1}{2}$  of the North West  $\frac{1}{4}$  of Section 19, Gabriola Island, Nanaimo District Except Part in Plan EPP13396;the land use designation is changed:

from “Forestry” to “Resource Residential 2”;

as shown on Plan No. 2 attached to and forming part of this bylaw.
  - c. On a portion of those lands described as :
    - i. Lot 7, Section 20, Gabriola Island, Nanaimo District, Plan VIP86742the land use zoning is changed:

from “Resource” to “Resource Residential 2”;

as shown on Plan No. 3 attached to and forming part of this bylaw.
  - d. On a portion of those lands described as :

i. Lot 6, Section 20, Gabriola Island, Nanaimo District, Plan VIP86742;  
the land use zoning is changed:

from "Resource" to "Resource Residential 2";  
as shown on Plan No. 4 attached to and forming part of this bylaw.

e. On a portion of those lands described as :

i. Lot 1, Section 19, Gabriola Island, Nanaimo District, Plan 24354;  
the land use designation is changed:

from "Resource" to "Resource Residential 2";  
as shown on Plan No. 5 attached to and forming part of this bylaw.

# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

### APPENDIX 1

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#### D.2.6 (A) Resource Residential 2 (RR 2)

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##### D. 2.6(A).1 Permitted Uses

In addition to the uses permitted in Article B.1.1.1, the following uses and no others are permitted in the Resource Residential 2 (RR2) zone:

##### a. Permitted Principal Uses

- i. single family residential
- ii. agriculture
- iii. horticulture

##### b. Permitted Accessory Uses

- i. *home occupation, subject to Section B.3*
- ii. *cottage residential*
- iii. processing and sale of agricultural products, limited to those grown or raised on the lot
- iv. agri-tourism

##### D. 2.6(A).2 Buildings and Structures

The buildings and structures permitted in Article B.1.1.2, plus the following buildings and structures and no others are permitted in the Resource Residential 2 (RR2) zone:

##### a. Permitted Buildings and Structures

- i. Maximum of:
  - one single family dwelling per lot;
  - three buildings per lot that exclude a cottage, pump/utility house and woodshed, and that are accessory to all dwellings;
  - one produce stand per lot, not exceeding 20.0 square metres (215.3 square feet) in floor area, accessory to an agricultural use; and,
  - one accessory cottage dwelling per lot, not exceeding 65.0 square metres (699.7 square feet), provided that the lot is 2.0 hectares (4.94 acres) or larger.
- ii. Other non-residential buildings and structures to accommodate:

- agriculture and horticulture.

### **D.2.6(A).3**

#### **Regulations**

The general regulations in Part B, plus the following regulations apply in the Resource Residential 2 (RR2) zone:

##### **a. Buildings and Structures Siting Requirements**

- i. On lots less than 2.0 hectare (4.94 acres), except for a sign, fence, or pump/utility house, the minimum setback for buildings or structures is:
  - 6.0 metres (19.7 feet) from all lot lines.
- ii. On lots 2.0 hectare (4.94 acres) or larger, except for a sign, fence, or pump/utility house, the minimum setback for buildings or structures is:
  - 10.0 metres (32.8 feet) from any lot line, except the minimum setback for greenhouses is 7.5 metres (24.6 feet) from any lot line.
- iii. the minimum setback for an agricultural produce stand in the Resource Residential 2 (RR2) zone is 4.5 metres (14.7 feet) from the front lot line.

##### **b. Lot Coverage Limitations**

- i. The maximum combined lot coverage by buildings and structures is 10 percent of the lot area.

##### **c. Lot Area Requirements for Subdivision**

- i. The minimum average lot area is 1.9 hectares (4.7 acres);
- ii. The minimum lot area is 1.0 hectare (2.47 acres);
- iii. Despite any other provision of this Bylaw, the maximum number of lots permitted in the Resource Residential 2 (RR2) zone is 25.

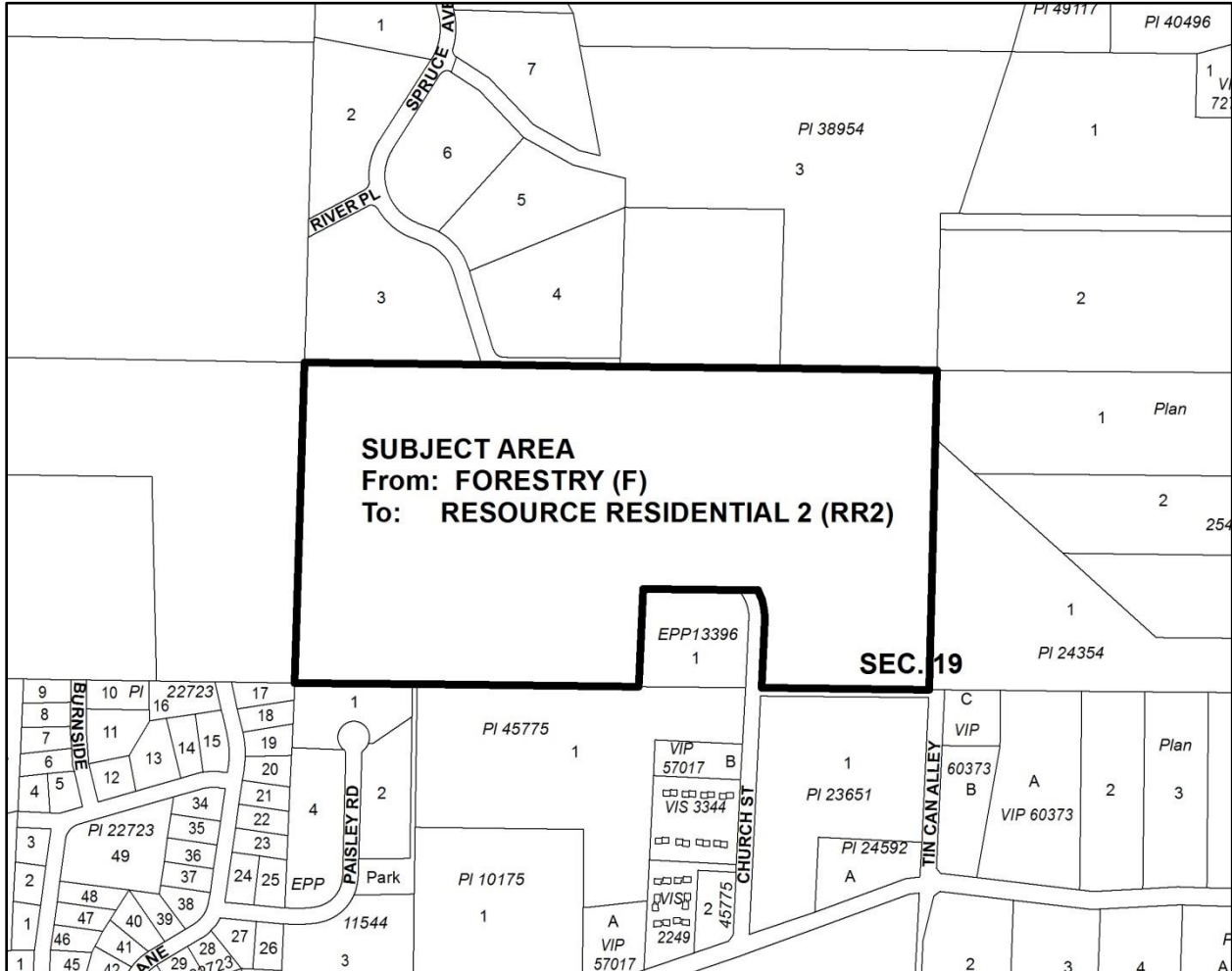




**GABRIOLA ISLAND LOCAL TRUST COMMITTEE**

**BYLAW 290**

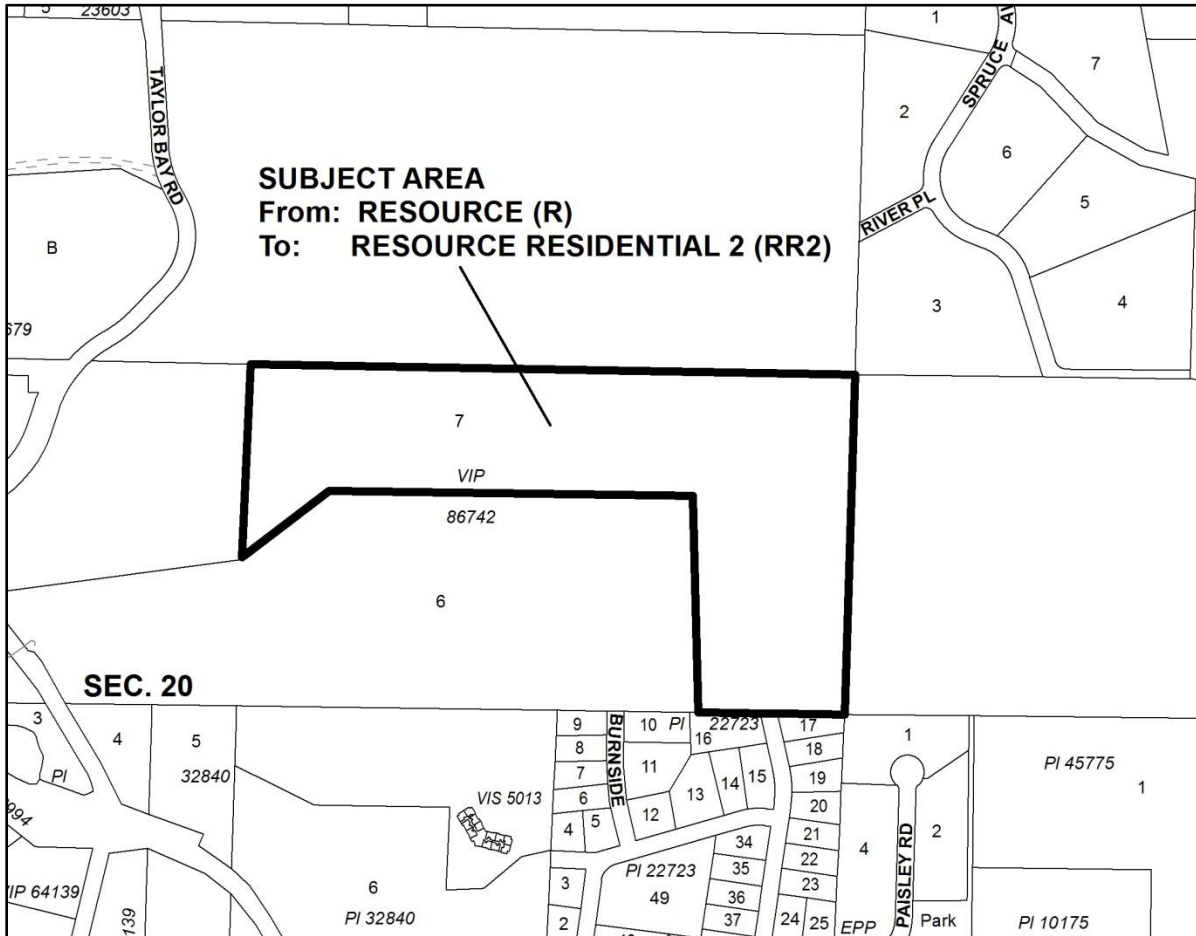
**PLAN No. 2**



# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

## BYLAW 290

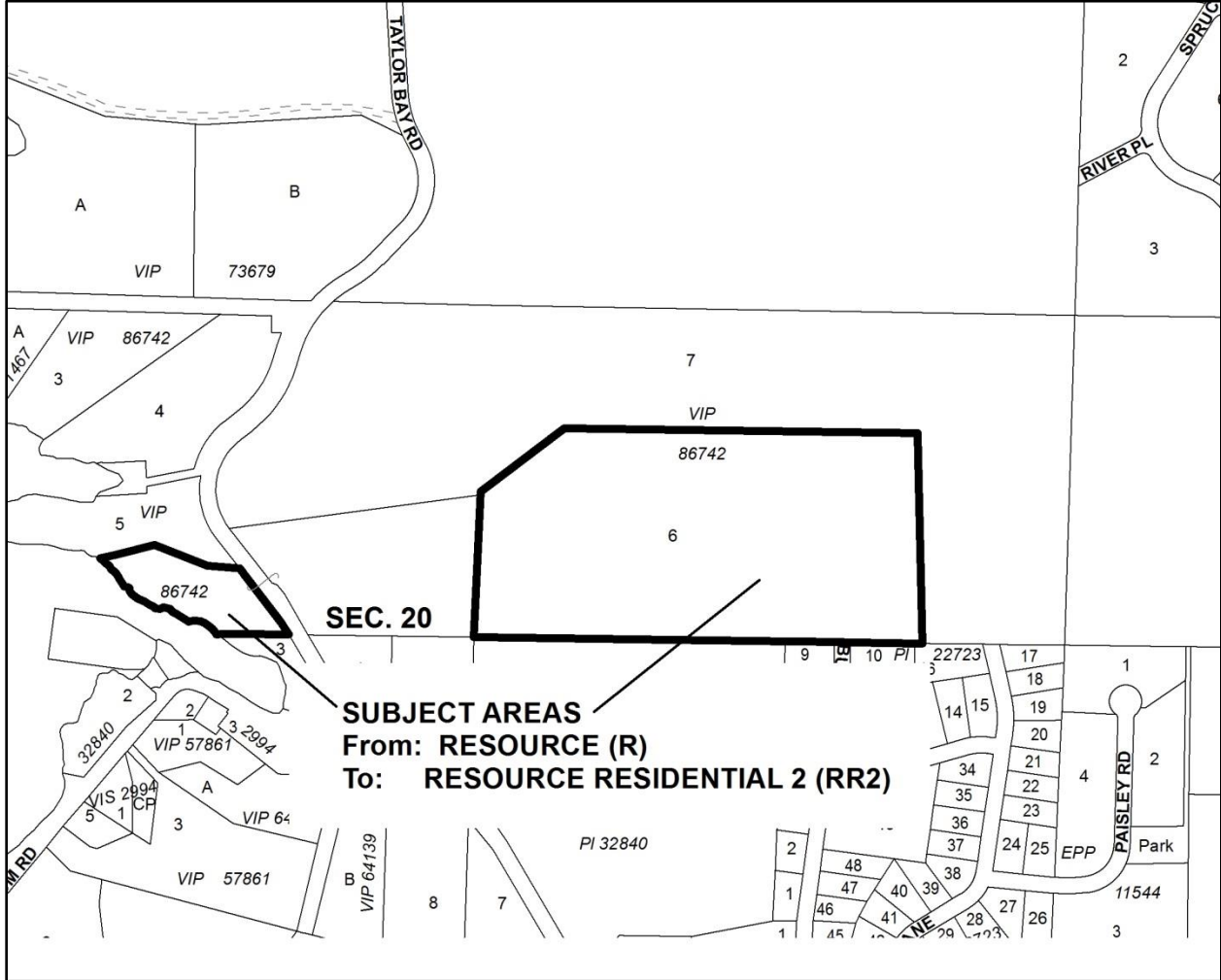
### PLAN No. 3



# GABRIOLA ISLAND LOCAL TRUST COMMITTEE

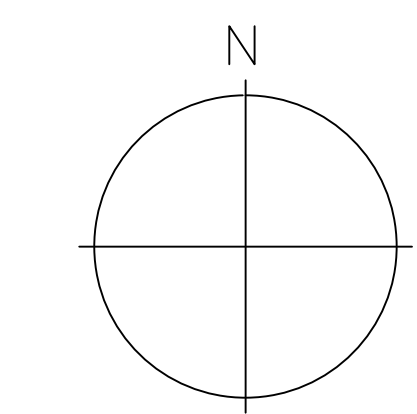
## BYLAW 290

### PLAN No. 4



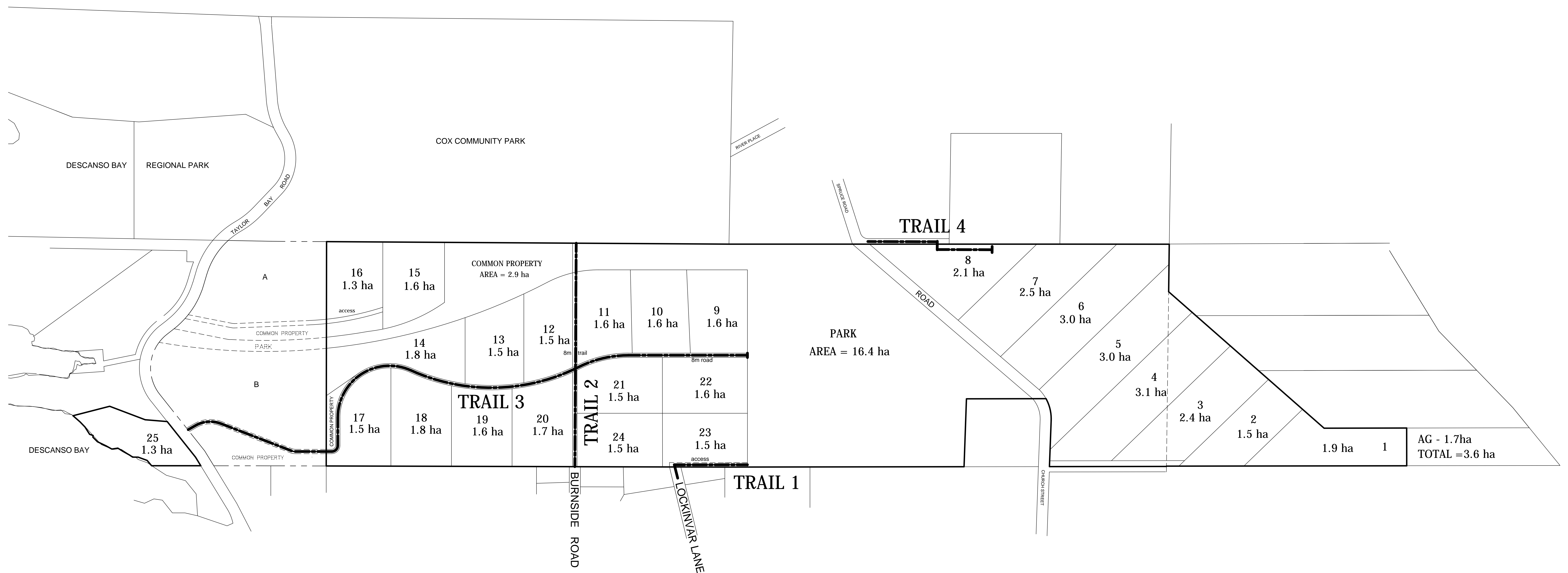


SPRUCE TO CHURCH  
 MALLET CREEK  
 DENSITY TRANSFER



CONCEPTUAL TRAIL  
 PLAN

- 1 - TRAIL SRW, CLINIC CONNECTOR
- 2 - TRAIL SRW, COX PARK CONNECTOR
- 3 - TRAIL SRW, ACCESS ROAD
- 4 - TRAIL LICENCE, TO VIEW POINT



FEBRUARY 27, 2017

NO.	DATE	REVISION
00	MAY 05 2015	FIRST ISSUE
01	NOVEMBER 17, 2015	ADD PROPERTY TO THE EAST AND REVISE LOT LAYOUT.
02	NOVEMBER 09, 2016	ADJUST COMMON PROPERTY AND PARK.

DRAWING: CONCEPTUAL SUBDIVISION LAYOUT	
DATE: MAY 05/15	SCALE: 1:2500
DRAWN: CH	FILE: 04191-122
SHEET: 1 OF 1	

**WILLIAMSON & ASSOCIATES**  
 PROFESSIONAL SURVEYORS

3088 BARONS ROAD NANAIMO B.C. V1T 4B5  
 PHONE: (250) 756-7723 FAX: (250) 756-7724  
 EMAIL: WAPS@TELUS.NET

**ATTACHMENT 3**

**Letter from Gabriola Health Care Foundation to Regional District of Nanaimo  
Re: Flight Path Covenant background information**



**Gabriola Health Care Foundation**

PO Box 295, Gabriola Island, BC V0R 1X0  
(250) 247-9555 Email: [ghcf@ghcf.ca](mailto:ghcf@ghcf.ca)  
Web site: <http://www.ghcf.ca/>  
Charity BN/Registration # 85193 0586 RR0001

April 25, 2017

Ms. Elaine McCulloch  
RDN Recreation and Parks  
6300 Hamond Bay Road  
Nanaimo, BC V9T 6N2

Dear Elaine,

Further to your visit to the helicopter pad at the Gabriola Community Health Centre last Friday, the following background information may be helpful:

- The Health Centre is owned by the Gabriola Health Care Foundation, a nonprofit society, on behalf of the community and is complete with an Urgent Treatment facility which serves all residents and visitors to Gabriola.
- The helipad is a vital part of the Health Centre and allows the evacuation of a critically ill or injured patient in both day or night situations. Emergency medical air evacuations on Gabriola are very infrequent but vital (typically less than 10 per year).
- The helipad was designed with the guidance of both Transport Canada and Helijet, the operators of the BC air ambulances, and complies with all current regulations.
- The flight path bearings and gradients were determined by Transport Canada in compliance with their regulations.
- The Gabriola flight paths are published by Nav Canada and provide the navigational information to pilots for day or night approaches.
- The air space within the flight paths was cleared of trees to provide unobstructed flight paths on completion of the Helipad in 2012.
- It is the responsibility of the Helipad owner (GHCF) to maintain the unobstructed airspace in compliance with safety regulations.
- Transport Canada has the authority to and will shut down helicopter operations in the event clear flight paths are not maintained. (The emergency helipad at Tofino was a recent case in point.)

The GHCF is working with the current owners to develop a suitable covenant on the adjacent property that allows GHCF to have trees pruned, or removed, when necessary to maintain the required clearances within the flight paths. The GHCF believes this is a necessary and prudent action to ensure the future operation of the Helipad.

Please advise if there is any further information you may require.

Regards,

Chuck Connor, President and Director  
Gabriola Health Care Foundation



**ATTACHMENT 4**  
**Draft Flightpath Covenant**  
**Gabriola Heath Care Foundation and Regional District of Nanaimo**

GENERAL INSTRUMENT – PART 2  
Revised May 14, 2016

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**FORM C – GENERAL INSTRUMENT – PART 2**

WHEREAS the Transferor is the registered owner of all and singular that certain parcel or tract of land situate, lying and being in the Nanaimo/Cowichan Assessment Area, in the Province of British Columbia, and more particularly known and described as:

PID: 006-0635-121  
The South 1/2 of the North West ¼ of Section 19, Gabriola Island, Nanaimo  
District except Part in Plan EPP1336

(hereinafter call the "**Servient Tenement**");

AND WHEREAS the Transferee is the registered owner of all and singular that certain parcel or tract of land situate, lying and being in the Nanaimo/Cowichan Assessment Area, in the Province of British Columbia, and more particularly known and described as:

PID: 028-750-632  
Lot 1, Section 19, Gabriola Island, Nanaimo District, Plan EPP13396

(hereinafter called the "**Dominant Tenement**");

AND WHEREAS the Transferor has agreed that the Transferee may have the clear and unfettered use of the flight path airspace as described in Schedule "A" attached hereto (the "**Flight Path Airspace**") for the approach and departure of helicopters to and from a helipad situate upon the Dominant Tenement.

AND WHEREAS the Transferor has agreed to grant in favour of the Transferee an easement over the Servient Tenement to allow the Transferee to prune and/or remove trees and other foliage which encroach onto the Flight Path Airspace.

AND WHEREAS the Transferor has agreed to grant in favour of the Transferee a restrictive covenant over the Servient Tenement restricting the construction of any improvements on the Servient Tenement that encroach into the Flight Path Airspace.

NOW THEREFORE WITNESSETH that in consideration of the sum of FIVE (\$5.00) DOLLARS and other good and valuable consideration, now paid by the Transferee to the Transferor, the receipt and sufficiency of which is hereby expressly acknowledged, the parties agree as follows:

1. The Transferor, as owner of the Servient Tenement, DOES HEREBY GRANT to the Transferee and its successors, as owner of the Dominant Tenement, the non-exclusive right and easement to the Flight Path Airspace for the use and passage through the Flight

Path Airspace by helicopters approaching and departing to and from the helipad situate on the Dominant Tenement .

2. It is acknowledged by the Transferor that the approach and departure of helicopters to and from the helipad situate on the Dominant Tenement will not be considered a nuisance, and the Transferor covenants with the Transferee that the Transferor will not do or permit to be done any act or thing which will interfere with the exercise of the rights of the Transferee set out in paragraph 1.
3. The Transferor, as owner of the Servient Tenement, DOES HEREBY GRANT to the Transferee, as owner of the Dominant Tenement, the nonexclusive right and easement to allow the Transferee and its agents and contractors to prune and/or remove trees and other foliage upon the Servient Tenement which encroach into the Flight Path Airspace, subject to the following restrictions:
  - (a) the Transferee will limit its activities to that portion of the Servient Tenement that lies beneath the Flight Path Airspace and to those areas of the Servient Tenement that are reasonably required in order to gain access to and egress from that portion of the Servient Tenement that lies beneath the Flight Path Airspace;
  - (b) the Transferee will provide the Transferor with reasonable notice of its proposed activities on the Servient Tenement;
  - (c) if requested by the Transferor, the Transferee will hire a certified arborist to oversee the pruning and/or removal of trees; and
  - (d) the Transferee will remove all debris resulting from the pruning and for removal of trees and other foliage from the Servient Tenement in a timely manner.
4. The Transferor covenants with the Transferee that the Transferor will not do or permit to be done any act or thing which will interfere with the exercise of the rights of the Transferee set out in paragraphs 1 and 3.
5. The Transferor, as owner of the Servient Tenement, DOES HEREBY COVENANT with the Transferee, as owner of the Dominant Tenement, not to construct or allow any improvements to be constructed on the Servient Tenement that will encroach into the Flight Path Air Space.
6. The easement set forth in paragraphs 1 and 3 and the restrictive covenant set forth in paragraph 4 shall burden and run with the Servient Tenement and shall benefit and run with the Dominant Tenement.
7. No part of the fee simple of the Servient Tenement shall pass or be vested in the Transferee by virtue of this Agreement.
8. Notwithstanding anything to the contrary contained herein:

- (a) in the event of a transfer by the Transferor of a freehold interest in the Servient Tenement and to the extent that the purchaser of the freehold interest assumes the covenants and obligations of the Transferor contained in this Agreement, the Transferor will, without further written agreement, be freed and relieved of any further liability with reference to such covenants and obligations that arise after the date of such assumption; and
  - (b) in the event of a transfer by the Transferee of the freehold interest in the Dominant Tenement and to the extent that the purchaser of such interest assumes the covenants and obligations of the Transferee under this Agreement, the Transferee will, without further written agreement, be freed and relieved of any further liability with reference to such covenants and obligations that arise after the date of such assumption.
9. Each party will, at its own expense, execute and deliver such further agreements and other documents and do such further acts and things as the other party may reasonably request to evidence, carry out and give full force and effect to the intent of this Agreement including, without limitation, taking all such steps to file in the Land Title Office such documents as may be required to ensure full registration of the easements and restrictive covenant contained in this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement on Form C, to which this Agreement is attached and which forms a part of this Agreement, effective as of the date first above written.

**SCHEDULE "A"**  
**FLIGHT PATH AIRSPACE**

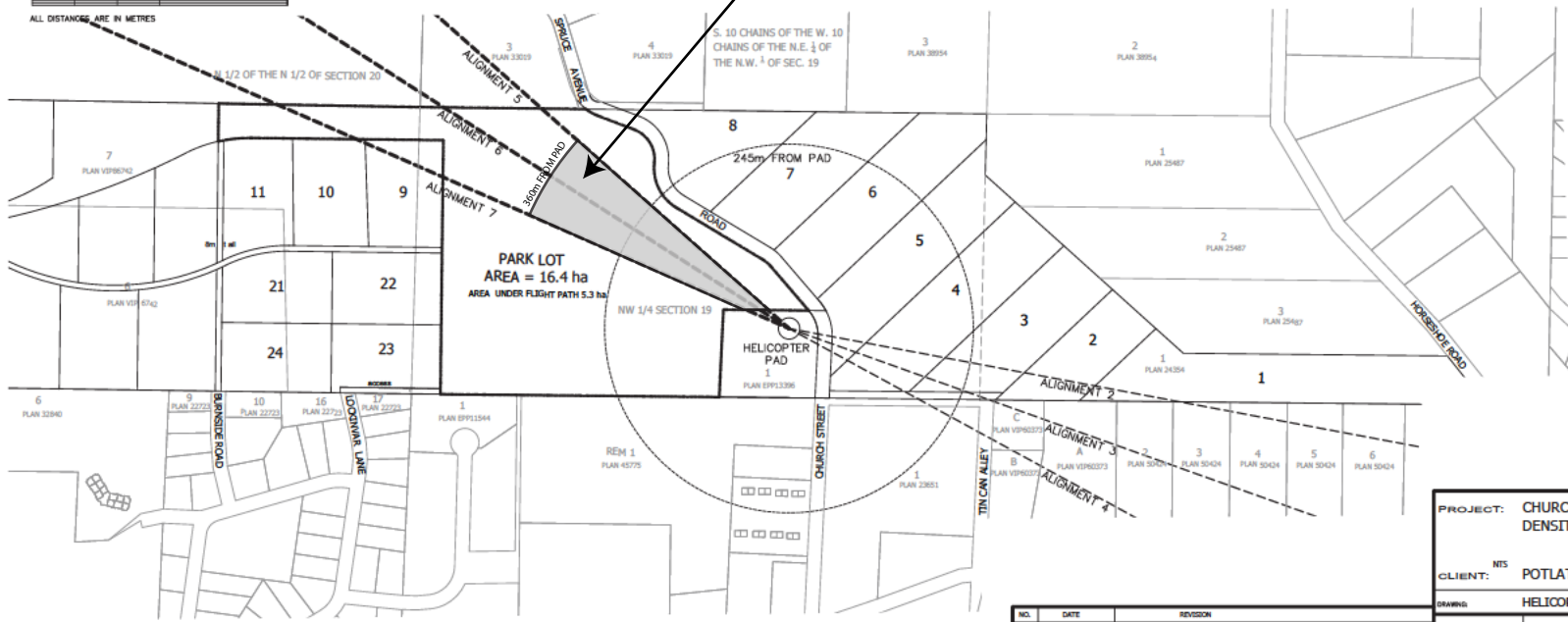
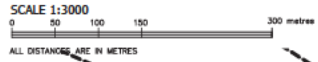
"**Flight Path Airspace**" means the area that extends a total of 1075 meters distant from the edge of the safety area as shown thereon and bounded by 293 and 311 true degrees, and 100 and 118 true degrees, respectively, and the airspace above an 8% incline from the edge of the safety area for the first 245 meters and the airspace above a 16% incline for a further 830 meters and which Flight Paths extend into the Servient Tenement, as more particularly depicted and described in the Survey of { Surveyor } dated { Date } attached [ Attach Survey Document ]



**ATTACHMENT 5**

**Helicopter Flight Path Plan and Profiles through Park Land**

FLIGHT PATH AREA WITHIN PARK  
WITH IMPACT TO MATURE VEGETATION



PROJECT: CHURCH TO SPRUCE MALLET CREEK  
DENSITY TRANSFER

CLIENT: NTS  
POTLATCH / PILOT BAY

DRAWING: HELICOPTER FLIGHT PATH PLAN

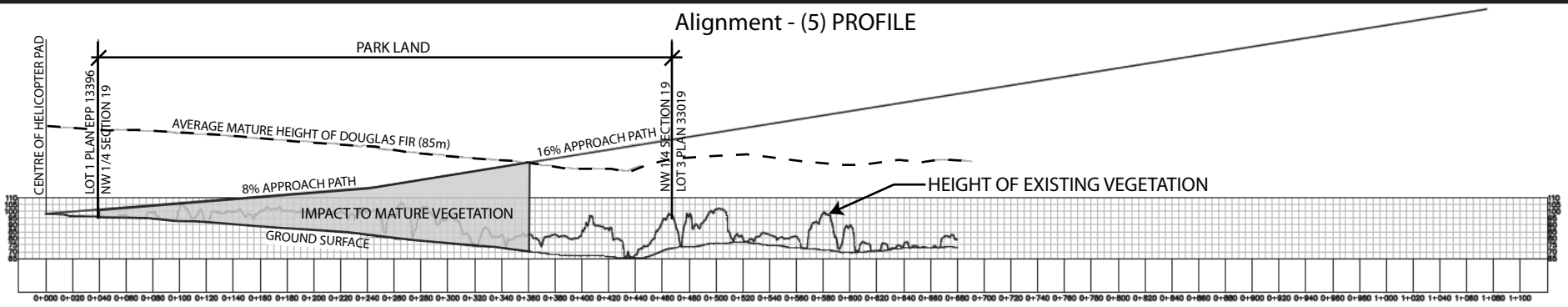
NO.	DATE	REVISION
01	JUNE 21, 2017	FIRST ISSUE

DATE: JUNE 2017  
SCALE: 1:3000  
DRAWN: CH  
FILE: 04131  
SHEET: 1 OF 1

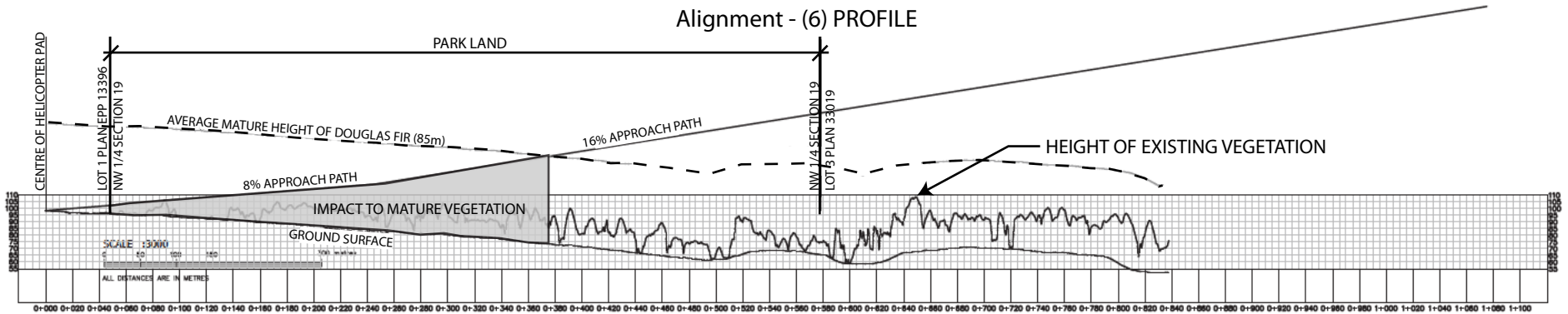
**WILLIAMSON & ASSOCIATES**  
PROFESSIONAL SURVEYORS  
2008 HARBOUR ROAD NANAIMO B.C. V1T 4R5  
PHONE: (250) 758-7723 FACSIMILE: (250) 758-7724  
EMAIL: WAF@TELUS.NET



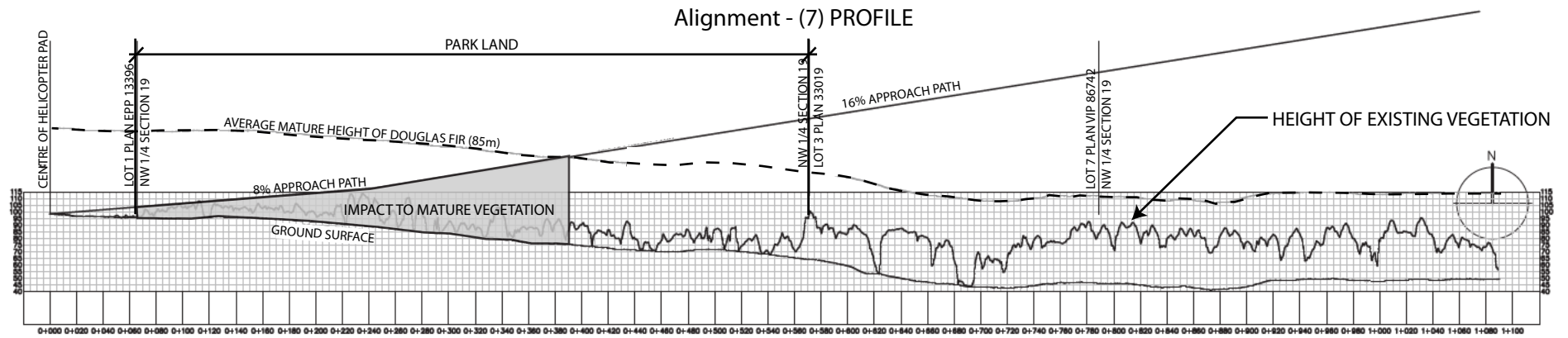
### Alignment - (5) PROFILE



### Alignment - (6) PROFILE



### Alignment - (7) PROFILE



PROJECT: CHURCH TO SPRUCE MALLET CREEK DENSITY TRANSFER  
 CLIENT: POTLATCH / PILOT BAY  
 DRAWING: HELICOPTER FLIGHT PATH PLAN PROFILES

NO.	DATE	REVISION
00	JUNE 21 2017	FIRST ISSUE

DATE: JUNE 2017  
 SCALE: 1:3000  
 DRAWING BY: [Signature]  
 FILE: 04151  
 SHEET: 1 OF 1

**WILLIAMSON & ASSOCIATES**  
 PROFESSIONAL SURVEYORS  
 2008 BAYVIEW ROAD, HANOVER, B.C. V1T 4J9  
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 EMAIL: INFO@WILLIAMSON.SURVEYORS.BC.CA

**ATTACHMENT 6**  
**Excerpt from Gabriola Official Community Plan,**  
**Bylaw No. 166, 1997 (consolidated version February 2017)**

## 4.2 Parks and Outdoor Recreational Use

BL 262

**Background:** Gabriola's approximate ten percent of total land area in parks and protected areas is considered to be inadequate to meet the community's current and future needs. Parks form an important component of any community. Gabriola's island setting places a high demand on opportunities for public recreational access to the waterfront and land for outdoor recreational activities, which can be as varied as team sports and nature hiking.

In the planning area the Provincial Government and Regional District of Nanaimo are the two main government authorities responsible for the provision and care of park sites. BC Parks operates three Class "A" Provincial Parks on Gabriola: Drumbeg, Gabriola Sands and Sandwell Parks. Drumbeg Provincial Park occupies 20 hectares of land in the Southeast corner of Gabriola. Gabriola Sands Provincial Park is located on the small isthmus which separates Taylor Bay from Pilot Bay. Sandwell Provincial Park, located on Lock Bay on the east side of Gabriola, includes 3 hectares of land and 9 hectares of foreshore. It is the least developed of the three parks and is accessible by pedestrian or water access only.

The community parks function on Gabriola is provided by the Regional District of Nanaimo (RDN). At present there are twenty-seven community parks on the island - six are at waterfront locations and twenty-one are inland sites. They range in size from 0.1 hectares to 286.5 hectares, and are, in total, about 349.6 hectares (863.8 acres) in size. Cox Community Park (45.7 hectares) was acquired by the community through a tax requisition. The 707 Community Park (286.5 hectares) was acquired by way of a transfer of density from Forestry lands. Additional community park sites are being added to this inventory on an on-going basis, when received as a condition of subdivision approval.

The RDN also has two Regional Parks on Gabriola: Descanso Bay Regional Park (16.2 hectares) which is a waterfront park and campground, and Coats Marsh Regional Park (45.7 hectares). In total, Gabriola has 411.5 hectares (1016.8 acres) of parkland. The difference between a regional and community park is that a community park is intended to satisfy principally local requirements and is funded locally (meaning only by property owners from Electoral Area B), whereas a regional park is intended to include sites deemed to be of regional significance and is funded from tax requisition obtained from all property owners in the entire RDN.

In terms of outdoor recreational facilities, there are tennis and basketball courts at Huxley Park, near the Village Centre. The island's main ball diamond is located at the Rollo McClay community park site near Sandwell Park, and playing field space at Gabriola Elementary School site is used for recreational purposes. Gabriola golf course is the most land expansive outdoor recreation use in the planning area. It is located on private land, leased by a non-profit society. Public road endings providing access to the waterfront, the Crown foreshore and the island's network of trails are further important components of Gabriola's overall outdoor recreation and open space system.

In 2006, the Islands Trust Fund acquired the 65 hectare (162 acres) property know as the Elder Cedar (S'ul-hween X'pey) Nature Reserve under the Province of British Columbia's Free Crown Grant Program. This property is home to red and blue listed plant communities, blue-listed wildlife species, and significant wetland areas, as well as Gabriola's last remaining stand of old-growth trees. Island residents worked for more than 15 years to have this property protected.

The Islands Trust has no direct jurisdiction over the operation of park sites on Gabriola. Yet, in recognition of the importance of parks and outdoor open space to the overall fabric of the Gabriola community (for residents and visitors alike), the community plan contains a set of objectives and policies intended to outline preferences pertaining to the island's outdoor recreational assets in the future.

Figure 2 shows the location of park sites in the planning area.

## Parks and Outdoor Recreation Objectives

The objectives of this section are:

1. *To work co-operatively with provincial ministries and agencies in acquiring and managing provincial parkland on Gabriola;*
2. *To acquire parkland that is representative of the bioregion (i.e. wetlands, first growth forest);*
3. *To involve the community in parks planning;*
4. *To limit development within Provincial parks; and*
5. *To work in cooperation with the Regional District of Nanaimo in acquiring and managing community parks.*

## Parks and Outdoor Recreation Policies

- a) The creation of RDN community park sites in existing residential neighbourhoods should be utilized as local tot-lots, children's playgrounds, greenbelts and pocket parks.
- b) Where land is proposed to be subdivided, in compliance with or required by Section 941 of the *Local Government Act*, the owner of the land shall dedicate parkland in the following circumstances:
  - i. where the subdivision is of such a size and at such a location that the Trust Committee considers that a park for community recreation is or will be required in the area being subdivided, in which case the location of the community park land shall be determined by the Trust Committee in consultation with the Regional District of Nanaimo (RDN), which has responsibility for the Community Parks function on Gabriola; and
  - ii. where the land proposed to be subdivided contains a site that the Trust Committee or the RDN (based on a referral), considers is of local scenic or ecological importance, waterfront, land adjacent to Crown land or parkland or land containing heritage or old growth trees; and/or
  - iii. where the land proposed to be subdivided contains a site that the Trust Committee considers would contribute to a trail network, whether or not the trail network is identified in the Official Community Plan, then the location of the park land to be dedicated shall be the area required for the trail network.

Where none of the circumstances in the above exist, the owner of the land shall provide cash in lieu of dedicating park land, which shall be in reserve to acquire community park land only on Gabriola.

- c) To the extent practical, at the time of park dedication or the acquisition of new park sites, effort shall be made to secure sites which exhibit good recreational capability and/or can be easily connected to existing parks or park sites on neighbouring properties as they undergo subdivision.
- d) There shall be no minimum or average parcel size for parks.
- e) A community trails network shall be encouraged to be established incorporating existing public trails. Effort should be made to maintain the contiguous nature of existing, established traditional trails. Such initiative is subject to the consent of the private property owners affected and the provision of appropriate signage being provided to indicate where a trail crosses private property.
- f) Where practical, the community's network of trails should endeavour to connect to public parks and to existing trails within parks.
- g) Trails may be acquired at the time of subdivision or as a condition of rezoning or through voluntary measures. Dedicated trails shall be registered by means of a right of way plan, easement or other means and registered on title of the lands affected in the Land Titles Office.
- h) Public boat launch facilities may be permitted within community parks and at public road endings providing waterfront access subject to adequate parking being provided.
- i) Existing road endings providing access to the waterfront shall be retained open for public and emergency vehicle access to the foreshore. Subject to securing a permit from the Ministry of Transportation and Infrastructure (MOTI) the development of stairs or trails to improve the means of access, the provision of limited parking and identification signage shall be encouraged.
- j) At the time of subdivision of waterfront properties, public road access to the foreshore shall be required in compliance with Section 75(1)(c) of the *Land Titles Act*. Priority shall be placed on

sites which provide good waterfront access and consolidation of road dedications may be considered where it would create a more useable means of public access or is contiguous to an existing or proposed public park dedication.

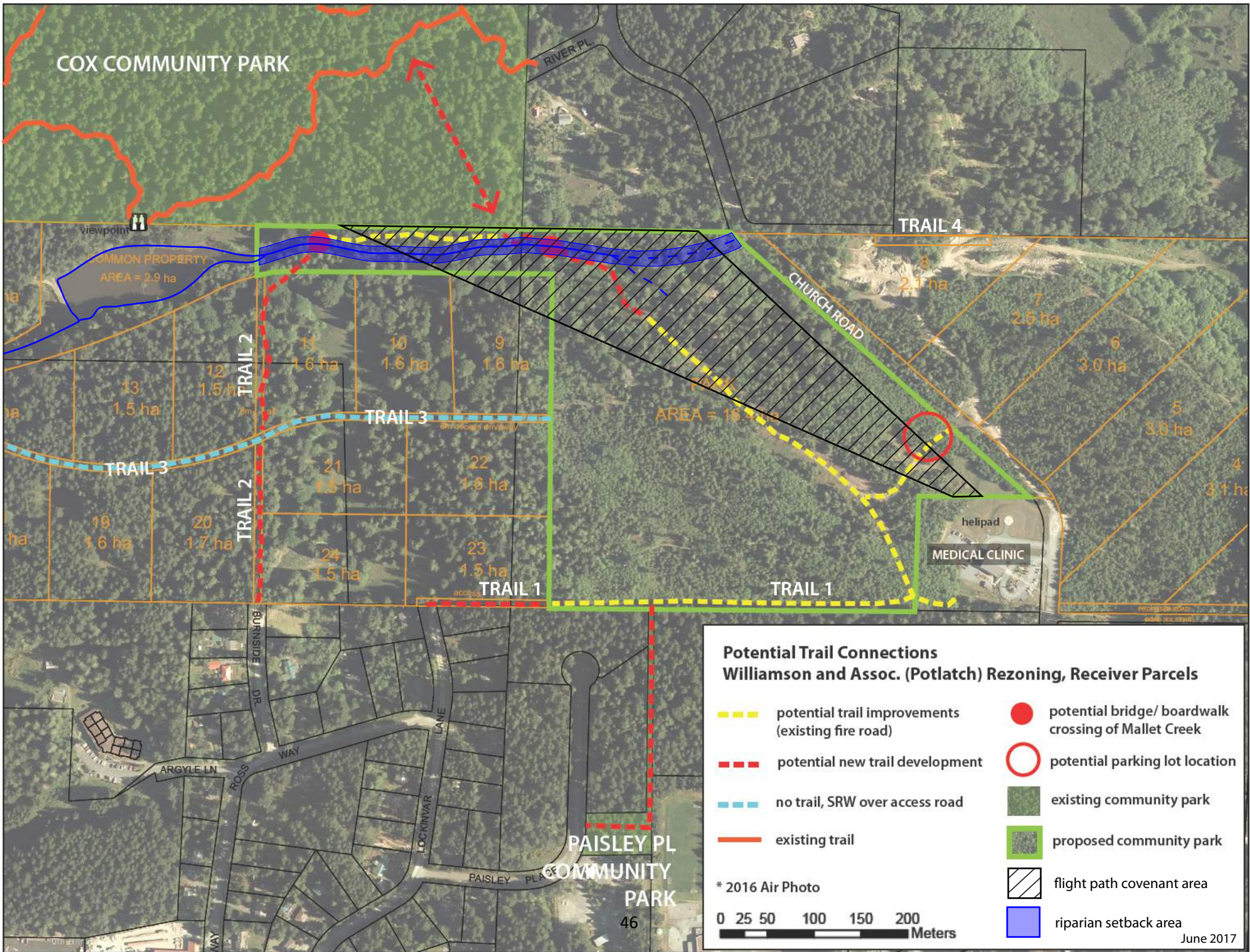
- k) The development of additional community field space in close proximity to the Village Centre or existing playing fields shall be encouraged.
- l) The Trust Committee shall work with the Regional District of Nanaimo ensuring a smooth co-ordination of efforts between the two agencies respecting the securing, use, development and planning for park and outdoor recreational space on Gabriola.

BL 262

### **Parks and Outdoor Recreation Advocacy Policies**

- m) *It is recommended that the Provincial Government place top priority on the acquisition of waterfront sites for Provincial Park purposes, including enlarging the size of existing Provincial Park sites, where feasible.*
- n) *The Regional District of Nanaimo shall be strongly encouraged to establish additional regional park sites on Gabriola. Such sites should be:*
  - i. *either a regionally significant waterfront site or an upland woodland site of substantial size;*
  - ii. *retained predominantly in a natural state, except for a small parking area, a public trail network, and interpretative signs.*
- o) *BC Parks shall be requested to preserve natural features and provide maximum protection of the environment in Provincial Parks on Gabriola.*
- p) *the Ministry of Transportation and Infrastructure shall be requested to mark public road ending providing waterfront access; ensure that they are maintained for public access to the waterfront and not obstructed by adjacent land owners and prevent them from being used for camping or overnight parking.*
- q) *The Ministry of Community, Sport and Cultural Development shall be requested to give consideration to permitting the Islands Trust to implement a development cost charge bylaw for park purposes as an alternative means of generating funds for parkland acquisition purposes on Gabriola.*
- r) *For each new regional park created, the Regional District of Nanaimo shall be requested to prepare a park plan.*
- s) *Prior to considering the sale of Crown lands in residential areas, which have reverted to the Crown through property tax default. B.C. Lands shall be requested to consider the parcel's suitability for park purpose.*
- t) *The Regional District of Nanaimo shall be requested to apply to have the status of the 40 acre Crown parcel located in the NE 1/4 of the SE 1/4 of Section 18, changed from gravel pit (Under the Ministry of Transportation and Infrastructure) to community park.*

**ATTACHMENT 7**  
**Potential Trail Connections**



COX COMMUNITY PARK

RIVER PL

TRAIL 4

viewpoint

COMMON PROPERTY  
AREA = 2.9 ha

CHURCH ROAD

2.1 ha

2.5 ha

3.0 ha

3.0 ha

3.1 ha

TRAIL 3

AREA = 16.5 ha

helipad

MEDICAL CLINIC

TRAIL 1

TRAIL 1

TRAIL 2

TRAIL 3

1.6 ha

1.5 ha

1.6 ha

1.6 ha

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**ATTACHMENT 8**

**Park and Trail Development and Operational Cost Estimates**



## Park and Trail Development and Operational Cost Estimates

### Park and Trail Development Cost Estimates

		cost range	
<b>Park Development</b>		<b>\$100,000</b>	<b>\$133,000</b>
Trailhead			
	parking lot	\$25,000	\$30,000
	gate	\$5,000	\$7,000
	outhouse with surround	\$10,000	\$12,000
	garbage and recycling cans	\$2,000	\$2,000
	kiosk signage	\$12,000	\$15,000
Trails			
	directional/regulation signage	\$3,000	\$5,000
	trail improvements (existing trails)	\$3,000	\$5,000
	trail construction (new trails)	\$10,000	\$15,000
	footbridge construction	\$20,000	\$30,000
	professional fees (RPBio & Geotech)	\$10,000	\$12,000
<b>Community Trail Development</b>		<b>\$20,000</b>	<b>\$28,000</b>
Trail #1	approx. 80 l.m.	\$5,000	\$8,000
Trail #2	approx. 550 l.m.	\$15,000	\$20,000
Trail #3	approx. 1,200 l.m. (no trail development required)	\$0	\$0

### Park and Trail Operational Cost Estimates

	cost range	
Gate open/close	10,000	\$12,000
Parking lot maintenance	\$500	\$1,000
Toilet servicing (year-round)	\$1,500	\$2,000
Garbage servicing	\$1,000	\$1,000
Trail/bridge maintenance	\$1,000	\$1,500
Sign/kiosk maintenance	\$1,000	\$1,000
<b>Total</b>	<b>\$15,000</b>	<b>\$18,500</b>

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**TO:** Parks Committees and Commissions      **DATE:** May 19, 2017  
**FROM:** Wendy Marshall  
          Manager of Parks Services              **FILE:**  
**SUBJECT:** Parks Quarterly Update Report – January –March 2017

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### RECOMMENDATION

That the parks quarterly update for January to March 2017 be received as information.

### SUMMARY

Staff have continued to work on key projects outlined in the 2017 Operational Plan including initiating the final works on the E&N Trail and holding a design workshop for the Huxley Park Skakepark. Parks staff are actively working on 12 of the 15 Parks projects listed in the Operational Plan. Updates on the various Parks projects are provided below and in the attached work sheet.

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

**E & N Finishing and Opening Event R+P-100A-2014** – The Coombs to Parksville Rail Trail was opened to the public on December 23<sup>rd</sup> and since that time a large number of users have contacted RDN Parks to say thank you for the great trail. Some users also expressed concern about horses on the trail and requested that they be prohibited from the trail. This matter was considered by the Board in April.

This spring, the contractor will undertake final works on the Rail Trail, which involve the completion of two pedestrian rail crossings, correction of deficiencies, and final trail grooming. Work on the installation of pedestrian controlled beacons, roadside works to control vehicle parking near the trail and zebra crossings will also get underway in April. Amenities including garbage cans, regulatory signage, kiosk signage, landscaping, and way-marking signage will be installed in May. Parks, Recreation and Communications staff are working on the opening event, scheduled for Saturday May 27<sup>th</sup> at Springwood Park, with attendance expected by federal, provincial and local government representatives.

**Skatepark Design at Huxley Community Park R+P-34-2016** – In January, the Huxley Skatepark Concept Design contract was awarded to Newline Skateparks who are working in collaboration with Spectrum Skateparks. A community design workshop was held on February 22<sup>nd</sup> on Gabriola Island at the Hope Centre. Approximately 20 people attended and provided the consultant with their vision for the park. Parks staff are working with Newline to develop a concept plan that incorporates this feedback, fits with the approved Park Master Plan, and works with the existing topography of the park. The final design is scheduled for completion by the end of March and will be followed by an opportunity for public input.

**Trans Canada Trail Timberlands Road Trailhead** – In March, the RDN was awarded a \$30,000 Rural Dividends grant to assist with the development of a new Timberlands Road trailhead with parking lot and approach trail at the far south end of the RDN’s Trans Canada Trail. The project will move users along the hydro and gas line corridor to the junction with Cowichan Valley’s Trans Canada Trail and onwards to the RDN’s Haslam Creek Suspension Bridge and trail to Nanaimo. Parks staff are working with landowners including Island Timberlands to secure land access. This year marks the 25<sup>th</sup> anniversary of the Trans Canada Trail and Vancouver Island celebrations are expected to take place in the fall, by which time the new trailhead and route should be complete. The new trailhead and route are required because the Crown has advised that it intends to reactivate its large gravel pit off Timberlands Road and the current route to the Haslam Creek Bridge and the TCT will be closed.

**Horne Lake Regional Trail and Heritage Designation R+P-31-2016** – In February, the RDN was awarded a \$10,000 Rural Dividends planning grant to assist with a geo-technical feasibility study of potential trail route through hazard lands below Mount Mark. This forms part of the proposed Horne Lake Regional Trail (HLRT) linking the Big Qualicum River Regional Trail with the RDN-ACRD border via Strata lands along the north shore of Horne Lake, the Regional Park and undeveloped MoTI road allowance. This year, focus will be placed on confirming a feasible route, ground-truthing the lay of the land, and identifying the scope of development required. Formal planning and costing will follow in 2018, with development planned for 2019. Work on the longer sea-to-sea Horne Lake Heritage Trail project (Qualicum First Nation at the Salish Sea to First Nations lands in downtown Port Alberni on the Barclay Sound) will also be initiated in 2017 with the goal to conclude a route partnership and obtain BC Heritage Trail designation for 2020.

**Little Qualicum River Regional Park Expansion R+P-39-2017** – A new parkland donation has more than doubled the size of the Little Qualicum River Regional Park. The gift, donated by Wicklow West Holdings, Ltd., and valued at \$1.837 million, includes 68 hectares expanding the park from 44 to 112 hectares. The donated land opens up a much larger green belt for park users to enjoy. The donation also increases the conservation value of the park which protects salmon and trout habitat as well as a variety of plant communities. The expanded park is now open to the public with the main trailhead located off Corcan Road in Qualicum Beach. The RDN will develop additional signage and the bridge within the park will be repaired later this year.

**Descanso Bay Regional Park Operator** - A Request for Proposals for a new Park and Campground Operator was issued on February 6<sup>th</sup>, 2017 and three eligible proposals were received by the March 14<sup>th</sup> deadline. The contract was awarded to Jessica Sedlock and Calvin Nguyen who are residents of Gabriola Island. They will be taking over management of the Park in mid-April.

**Cedar Plaza Tipple Kiosks** – In December, the first stage of construction at Cedar Plaza in Area ‘A’ was completed for two kiosk structures designed to resemble a coal mining tipple. The second stage of construction (including paving work and the installation of seating) will be completed in April. Plaza landscaping will be completed in May and info signage will be designed and installed later this year.

**Oak Leaf Community Park Development** – The majority of development at Oak Leaf Drive Community Park in Electoral Area ‘E’ has been completed, including the installation of a toilet, parking improvements, trail surfacing and some fencing. The Parks Department has requested the input of Nanoose First Nation to provide a Coast Salish name for the park. Once this is determined, park signage will be installed. Additional fencing along the west boundary will also be installed this year.

**Inventory and Mapping** – Parks and GIS staff are working on the production of a comprehensive park registry and inventory system to support parks, mapping, as well as asset management functions and align with SharePoint file storage. Internal, planning and promotional map work, including a Crown Lands and water access map, will result and greater use made of the Parks and Trails Finder product.

***Operations – Key Highlights***

- Brushing was carried out along trail sections in Moorecroft Regional Park to facilitate Fire Department access. The work was carried out by staff in consultation with The Natures Conservancy of Canada and the Nanoose Fire Department.
- Brushing was carried out in 707 Community Park and Cox Community Park on Gabriola Island to facilitate Fire Department access. This work was carried out by crews with the Coastal Wildfire Center and in consultation with the Gabriola Fire Department. Parks Operations Staff worked with the other agencies for the planning, coordination and oversight of the work.
- Work is underway on the implementation of a new Park and Playground Inspection program and support software. Once in place the system will help provide for better inspections, improved record keeping, improved risk management, and timely follow up of identified tasks.
- Work is underway on the implementation of a new service request program. Once in place the system will help track service requests, work orders, maintenance tasks, and complaints from beginning to end. The result will be increased efficiency, better monitoring of work in progress, better recordkeeping and reporting.
- Regular maintenance inspections are underway on the new Parksville to Coombs Rail Trail. Staff report that users are keeping the trail clear of litter and there have been no vandalism incidents to date.
- New picnic tables were installed at the Meadow Drive Community Park in Electoral Area 'C', completing the picnic shelter and the latest phase in that park's development.
- Staff are carrying out the installation of new water access signs in Electoral Area 'H'

***Parks Maintenance Contracts***

The Request for Proposals for Landscape Maintenance Services for various Community Parks and Trails was issued February 28<sup>th</sup> and four proposals were received by the March 30<sup>th</sup> deadline. Proposal evaluations are underway with the goal to have a two-year contract awarded and the work underway by May 1<sup>st</sup>.

***Service Calls***

Service calls relating to downed branches and trees in parks and along trails are common this time of year. Clean-up of winter damage is underway and will continue over the next couple of months. There was more damage than normal and more calls regarding hazard trees.

***Park Statistics***

Trail counter operation over the winter and early spring were hampered by snow and ice.

***Permits***

Sunnybeach Water Access (Area H): The Tidal Treasures park use permit issued in the fall of 2016 was terminated in late January with the project proponents directed to use publicly managed beaches better suited to receiving treasure hunters.

Little Qualicum River Estuary Regional Conservation Area (Area G): A park use permit was issued to the BC Conservation Foundation to undertake a guided tour of the fish channel restoration works on the spit as part of Brant Festival 2017.

Top Bridge Regional Trail (Area G): Work continued with the Mount Arrowsmith Biosphere Region Amazing Places project on the designation and promotion of the Top Bridge Crossing as one the Biosphere's Top Ten Amazing Places. Amazing Places signage was erected at the Top Bridge kiosk by the suspension bridge, and filming will be undertaken at site during 2017. The RDN can now make use of the Amazing Places brand in the promotion of this Regional Trail.

Moorecroft Regional Park (Area E): Park staff continue to liaise with Nanoose Bay Elementary School on use of the Park for weekly K/1/2 outdoor classrooms. Ecole Ballenas Secondary has applied for a permit to allow Grade 9 students to practice intertidal zone snorkeling skills at the Park.

Oak Leaf Drive Community Park (Area E): A permit was issued to the Mount Arrowsmith Biosphere Region Research Institute to conduct a BioBlitz at the park on April 22<sup>nd</sup>. This is the second year the Biosphere is undertaking the BioBlitz program and the first site used aside from Milner Gardens and Woodland. It is the goal of the Biosphere to conduct BioBlitzes at all parks and protected spaces in the Biosphere. BioBlitz results at Oak Leaf will contribute to the environmentally sustainable operation of this Gary Oak Meadow oceanfront park.

Mount Benson Regional Park/Witchcraft Lake Regional Trail (Area C): Park staff concluded a park use permit with the Runners of Compassion for an April 14<sup>th</sup> competitive running event called the 2017 Fletcher's Challenge. Proceeds will go to support local families, charities and youth. Park staff continue to work with the International Widows and Orphans Fund on another running event involving the Park.

Arboretum (Nanaimo): Park staff worked with BC Hydro and Arboretum volunteer Don Pigot on use of the site for Hydro arborist training purposes. In the end, the application was withdrawn due to logistical difficulties but Hydro hopes to try again.

Descanso Bay Regional Park (Area B): A permit to hold a wedding April 15<sup>th</sup> at the old house point was issued and work continues with regard to a July 22<sup>nd</sup> wedding at the park.

Rollo McClay Community Park (Area B): The Gabriola 4-H Club was once again issued the concession permit at the park; a second proponent applied but withdrew interest. The 4-H Club has run the concession at Rollo during softball season for over seven years.



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Wendy Marshall  
wmarshall@rdn.bc.ca  
April 25, 2017

Reviewed by:

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

Attachments

1. Parks Work Plan Update – (January- March, 2017)

# Parks Work Plan

## March 2017 Update

PARK PROJECTS AND REQUESTS								
Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
A	15-568	2016-001	Cedar Plaza	Tipple construction	2016	2017 Q1	Delayed	Construction has started but is delayed due to weather.
A	15-568	2017-001	Cedar Plaza	Sign boards for the Tipple Structure	2017	2017 Q1	Not started	Planned for Spring 2017
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access stair consultation and design	2017	2017 Q2	Not started	Planned for Spring 2017
A	Staff	2017-003	Skate park	Concrete headwalls	2017	2017 Q3	Not started	Planned for Summer 2017
A		2018-001	Beach Accesses	Driftwood Beach Access stairs construction	2018		Not started	Planned for 2018
A	17-153	NEW 2017-053	Cedar Plaza	Review Possible Alternatives to allow water	2017	2017 Q4	Not started	Planned for Fall of 2017
B	15-369	2016-003	Huxley	Skate Park detail design	2016	2017 Q1	Underway	RFP has been awarded; first public workshop completed.
B	15-565	2016-005	Cox	Entry sign installation	2016	2017 Q1	Completed	Sign is ordered and will be installed in the coming weeks. Project now completed.
B	15-565	2016-006	Cox	Bench installation	2016	2017 Q1	Completed	Benches to be installed in next few weeks. Project now completed.
B	16-346	2016-007	McCullum Road ' Cash in Lieu	Work with Developer for processing the Cash in Lieu	2016	TBD	Underway	Waiting for developer to received his PLA and final approval.
B	Posac	2016-007	Whalebone	Various upgrades	2016	2017 Q3	Underway	Work to continue throughout 2017.

# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
B	16-677	2016-008	Development	Density transfer/subdivision review and comment	2016	2017 Q2	Underway	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.
B	Grant	2017-004	Huxley	Playground design and install	2017	2017 Q4	Underway	Construction drawings underway. To be constructed fall 2017. Waiting for outcome of grant application.
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	16-348	2017-006	707	Signs review and update	2017	2017 Q4	Not Started	Fall of 2017
B	15-089	2017-007	Rollo	Dog Park design - work with community group	2017	2017 Q4	Not started	Planned for Fall of 2017
B	Staff	2017-008	Decourcey stairs	Rebuild Beach Access stairs	2017	2017 Q3	Not started	Planned for the summer of 2017
B	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2017	2017 Q3	Underway	Geotech assessment of Site underway.
B	Staff	2017-010	Malspina Galleries	Trail work/garbage can install	2017	2017 Q3	Underway	Planned for the summer of 2017. Garbage receptacle ordered.
B	17-112	NEW 2017-054	Rollo	Determine Feasibility of Lion's Storage Shed			Completed	Determined that unfeasible due to Island Trust zoning restrictions.
B-CWrks	Board	2015-001	Village Way Path	Design/MOTI approval	2015	2017 Q1	Underway	Plan redesigned per MOTI response in 2016 and the new design presented to MOTI. MOTI approved moving forward to the permitting stage. Costing by engineering consultant expected mid-March; next steps to be discussed with the Area Director. Director declines to pursue plan. Invoice from engineer requested; final allocation of CWF dollars required to cover last project payments.

# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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.
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	General			Not started	TBD
C Ext - CWrks		2018-002	Extension School	Agreement/Reno	2018		Delayed	No agreement with SD 68 at this time. Planned for 2018
E	16-197	2016-009	Claudet	Utilities lot transfer	2016	TBD	Underway	Information was provided to Water Services. Water Services is working on the transfer.
E	Posac	2018-005	Trail Project	TBD	2018		Not started	Planned for 2018
E	17-155	NEW 2017-055	Nanoose Road Community Park	Remove Playground Structure and determine alternative use	2017	2017 Q4	Not started	Removal to be completed in the coming weeks. Discussions for alternation use to be undertaken with POSAC.
E	17-156	NEW 2017-056	Open Space Plan	Rescind plan and use CPTS	2017	2017 Q2	Not started	Plan to be removed from the website.
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. Contractor is planning work for end of April, depending on weather
E-CWrks	16-564	2016-010	Oak leaf	Development as per plan	2016	2017 Q1	Underway	Phase 1 complete except for bench and signage. Signage is awaiting confirmed name for the park. Phase 2 - fencing and final landscaping under review.
E-CWrks	17-154	NEW 2017-057	Jack Bagley	Agreement for CW funds for SD69	2017	2017 Q2	Not started	Agreement to be circulated shortly.



# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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	Posac	2017-050	ACT Trails	Carrothers trail development	2017	2017 Q1	Underway	MOTI permit received.
F	Staff	2017-013	Meadowood	Parking lot improvements	2017	2017 Q3	Not started	Planned for summer of 2017.
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	Posac	2018-009	ACT Trails	Trail development	2018		Not started	Planned for 2018
F-CWrks	Posac	2019-001	Errington Playground	Construction	2019		Not started	Planned for 2019
G	16-619, 17-157	2017-014	Stanhope Trail	Planning, construction	2017	2017 Q4	Underway	Detailed design of an asphalt paved connector trail from the end of Wally's Way to Ackerman Rd is complete. Staff have direction to proceed with obtaining bids to build a gravel trail and forego the paved option. Staff will prepare RFP.
G	Staff	2017-015	Boulton	Replace playground borders	2017	2017 Q3	Not started	Planned for summer of 2017.
G	Posac	2018-010	River's Edge Plan	Playground design	2018		Not started	Planned for 2018
G-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	Underway	Updated HazMat Report underway, Hall Bookings suspended beyond April 15th. Communications regarding closure underway with stakeholders/residents.
G-CWrks	Posac	2019-002	French Creek Paths/Trails	TBD	2019		Not started	Planned for 2019

# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H	Board	2014-582	Grant - Lighthouse Community Centre Society	Bldg upgrades as identified by the LCCS - Installment 4	2017	2017 Q2	Completed	Report for 2016 spending received. Funds for 2017 will be released once budget is approved and funding requests received from the LCCS. Agreement signing underway. Cheque to be released April 1.
H	Staff	2016-013	Lions Park	Operator Agreement	2016	2017 Q1	Underway	Meeting held mid-January with the Lions Club to review the Club's short and long-term interests, and a new tenure arrangement. SMS preparing draft lease; received mid-March; to be presented to Lions Club mid-April when representatives back from holidays.
H	Other	2016-014	Roadside Trails	OPC planning - work with Planning Department on	2016	2017 Q1	Underway	Response was provided on the draft of the Active Transportation plan.
H	Other	2016-015	Trails Initiative	Community Trails - GIS work and signs	2016	TBD	Underway	Signs installed at Hatchery. GIS captured trail data. Signs to be installed.
H	16-281	2016-017	Beach Accesses	Assess sites and install signs at sites identified by the POSAC	2016	2017 Q1	Underway	Planning work completed. New sign-posts installed. Signs to be installed within the next couple of weeks.
H	17-020	2017-016	Dunsmuir	Detail design	2017	2017 Q4	Not started	Planned for summer of 2017.
H	Staff	2017-017	Thompson-clark	Stair repair	2017	2017 Q3	Not started	Planned for summer of 2017.
H		2018-012	Dunsmuir	Phase I construction	2018		Not started	Planned for 2018
H	Posac	2018-013	Wildwood	Kiosk development and install - split with Regional	2018		Not started	Planned for 2018
H	Posac	2019-003	Oakdowne	Licence on other crown parcels surrounding the park	2019		Not started	Planned for 2019

# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H	17-012	NEW 2017-058	Dunsmuir	Clear view corridor into park	2017	2017 Q3	Underway	Staff to review on-site works in March. Site work identified and Staff awaiting contractor quotes.
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	16-616	2016-018	Park Signage	Remove old and install simple signage	2016	2017 Q1	Underway	Majority of signs removed and replaced with park name signs.
Other - Comm	Other	2018-014	Bike Network Plan	Develop plans	2018		Not started	Planned for 2018
Other - Comm	Operational		Development	Subdivision/parkland - review, comments and POSAC input			On Going	Ongoing as required through planning
REG	Board	2015-003	Benson Creek Falls	Licence renewal	2015	2017 Q1	Completed	Complete Feb/2017
REG	16-126	2016-024	Mount Benson	Race Event - work with event holders	2016	2017 Q1	Underway	Meetings held with organizer, documents received and permit issued for first event in April. Second group considering event in fall.
REG	Mgmt. Plan	2016-025	Moorecroft	Agreement - La Selva entry	2016	2017 Q1	Underway	Approval by Board to execute agreement with strata. Complete once signatures of all parties obtained.
REG	Staff	NEW 2017-052	Moorecroft	Planning Development Zone	2017	2017 Q3	Underway	Due to complexities and multiple uses of the area, a stakeholder planning session will be held and a plan created.
REG	16-480	2016-026	Moorecroft	Planning with First Nations	2016	2017 Q4	Underway	Will continue discussions with FN regarding building in the park. FN are also invited to participate in planning session for the park.

# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
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.
REG	Staff	2017-019	Ammonite Falls Trail	Bridge studies	2017	2017 Q4	Not started	Work planned for the summer of 2017.
REG	Staff	2017-020	TCT	Timberlands Road trail head development	2016	2017 Q4	Underway	Rural Dividends Program \$30K development grant awarded 3 March. Meeting with landowner Island Timberlands held 16 March; request still under review by IST. TCT HQ advised and further funding to be sought from that source.
REG	Mgmt. Plan	2017-021	La Selva	Construction	2017	2017 Q2	Not started	Will begin once agreement is signed by all parties.
REG	16-766	2017-023	Horne Lake Regional Trail	Planning	2016	2018 Q2	Underway	Rural Dividends Program \$10K planning grant awarded 21 February 2017.
REG	16-767	2017-024	Horne Lake Heritage Trail	Historic designation	2017	2020	Not started	
REG	Staff	2017-025	Horne Lake	Park upgrades	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	Staff	2017-026	Horne Lake	Accessible toilets install	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	Staff	2017-027	Descanso	Tractor purchase	2017	TBD	Delayed	Purchase decision of replacement tractor under review.
REG	Operational	2017-028	Descanso	Operator Agreement	2017	2017 Q3	Completed	RFP submissions received and new operator selected.
REG	Staff	2017-029	Englishman River	Geo technical study of the bank above the road	2017	2017 Q2	Not started	Work planned for the spring of 2017.
REG	Staff	2017-030	Englishman River	Repair road to Top Bridge	2017	2017 Q3	Underway	Work delayed due to weather. Work is anticipated to get underway at the beginning of May and complete by May

# Parks Work Plan

## March 2017 Update

Service Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Mgmt. Plan	2017-033	Nanaimo River	Interpretive signs design and install	2017	2017 Q3	Underway	Design of six interpretive signs complete. Signs will now be ordered for installation.
REG	Mgmt. Plan	2017-034	Nanaimo River	Install benches	2017	2017 Q2	Not started	To start in the coming weeks.
REG	16-666	2017-036	Mount Benson	Parking solution	2017	TBD	Underway	Staff investigating parking improvements for Board Consideration.
REG	16-649	2017-038	Coats Marsh	Bat study	2017	2017 Q1	Not started	Consultant selected and study to take place in June.
REG	Staff	2017-040	Moorecroft	Vault toilet install	2017	TBD	Not started	Location and type of toilet to be determined through planning for the development zone.
REG	16-669	2017-048	Benson Creek Falls	Parking feasibility study and design - Weigles entrance	2017	TBD	Underway	Staff are confirming tenure of panhandle and then will move to locate, survey and design parking lot.
REG	16-668	2017-049	Benson Creek Falls	Parking - monitor and communicate with residents	2017	2017 Q4	Underway	Staff met with residents in mid-March to ensure open communication moving forward.
REG	Posac	2018-017	Wildwood/LHRT	Kiosk development and installation - split with H	2018		Not started	Planned for 2018
REG	Staff	2018-018	Descanso	Septic field studies	2018		Underway	Existing system pumped and inspected by Environmental Health Officer. Awaiting Report.
REG	Mgmt. 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	Mgmt. 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	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.

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REG		2020-003	Horne Lake Regional Trail	Construction	2019	2020	Not started	Construction planned to begin in 2019.
REG	Other		Fairwinds	Development - PDA		TBD	Underway	Staff have met with Planning Staff to review development proposal and PDA amendments.
REG CAP	Board	2014-001	Morden Colliery	Lease upgrade	2014	TBD	Underway	Waiting to for processing update from Province.
REG CAP	Board	2016-022	E&N -- Coombs to Parksville Rail Trail	Construction	2016	2017 Q2	Underway	The trail opened for use in December. Remaining items including crossing beacons, rail crossings, paving, and signage to be completed by end of April.
REG CAP	Board	2017-022	E&N -- Coombs to Parksville Rail Trail	Amenities and signs install	2017	2017 Q3	Underway	Garbage cans and dog control signage to be installed by May. Staff assessing use and planning and developing amenities accordingly.
REG CAP	16-670	2017-031	Benson Creek Falls	Stair design, bridge design	2017	TBD	Underway	Staff have begun preparing an RFP for engineering services.
REG CAP	16-670	2017-032	Benson Creek Falls	Geo technical study of the slope for stair and bridge	2017	TBD	Underway	Staff have begun preparing an RFP for engineering services.
REG CAP	15-201	2017-035	Little Qualicum	Bridge upgrades	2017	2017 Q4	Underway	Consulting team in place, design kick-off meeting complete. Surveying underway, Environmental Permit applications
REG CAP	Mgmt. Plan	2017-041	Moorecroft	Washroom -detailed design and construction	2017	TBD	Not started	Type of washroom and location to be determined through planning process for the development zone.
REG CAP	16-124,14-755,14-754	2017-047	Morden Colliery	Bridge and trail design and tender	2017	2018 Q2	Underway	Project delayed because of ALC development application process.

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REG - Other	Other	2016-019	Amazing Places: Top Bridge	Mount Arrowsmith Biosphere Region Research Institute (VIU)	2016	2017 Q4	Underway	Top Bridge made the list as top ten. Launch event held March 30 in Parksville. Amazing Places signage for Top Bridge installed at Top Bridge Crossing kiosk. Amazing Places brand now available for RDN use in promotion. Filming at Top Bridge to be undertaken before end of 2017 for use in Biosphere promotion.
REG - Other	16-654, 16-678, 17-019	2016-020	Salish Sea Marine Trail	Partnership agreement	2016	2017 Q4	Underway	Met with BC Marine Trail Association executive March 6 to review progress. Partnership agreement for Descanso Bay Regional Park and Blueback Community Park to be drafted, with aim to put before September Board.
REG- Other	Staff	2017-051	Brochure	Design New Brochure/Print	2017	2018 Q2	Not started	Design to start at the end of the 2017.
REG - Other	Staff	2017-018	Brochure	Reprint	2017	2017 Q4	Reprint Completed	Reprint ordered with redesign planned for fall of 2017 to incorporate new acquisitions and developments. See project number 2017-051.
REG- Other	Other		Tourism Vancouver Island Vancouver Island Trails Strategy	Phase 3 Exceptional Hiking Experiences Network (Vancouver Island Tourism)	2017		Underway	April Island workshop to initiate identification of obvious candidates for promotion as per Phase 2 Master Plan.
REG - Other	Operational	2017-042	RPT Plan	Develop RFP. Work with consultant on 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 - Other	Other	2018-016	Park Zoning	With Planning Department	2018		Not started	Planned for 2018.

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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	2016-030	Maintenance Contracts	A, Ext, EW, E, F, H, E&N, VW	2016	2017 Q1	Underway	RFP Issued, Mandatory Site Meeting complete, Addendums (2) Issued. RFP Closed March 30th and 4 responses received. RFP evaluations underway.
Other	Operational	2016-031	2017 Budget	Create	2016	2017 Q1	Completed	The preliminary 2017 budget is completed. During January, the budget will be amended based on the actual surplus and any changes requested by the Area Directors. 2017 budget approved.
Other	Operational	2017-058	2018 Budget and Work plan	Create and forward for approvals	2017	2018 Q1	Not started	Planning for work plan to start in June.
Other	Operational	2016-032	SharePoint system	Create and upload old files	2016	2020	Underway	Staff continue to move files from the old files to the new system.
Other	Operational	2017-039	Staffing	Hire new Parks Planner	2017	2017 Q2	Underway	Position to be posted and interviews to take place early April.
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.
Other	Operational	2017-046	Park Maintenance Plans	Create plans for parks	2017	2017 Q4	Underway	Coinciding with RFP for developed C.P's



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Other	Operational	2018-022	Purchasing System	Create system for purchase	2018		Not started	Planned for 2018
Other	Staff	2019-005	Donation Program	Create program	2019		Not started	Planned for 2019
Other	Staff	2019-006	Bylaw 1399	Update existing bylaw	2019		Not started	Planned for 2019
Other	Operational		GIS and Mapping	Ongoing mapping			On going	Ongoing
Other	Operational		Park Statistics	Acquisition registry, park records, mapping, statistics			On Going	Complete registry of parks and trails portfolio in final stages, with acquisition identification numbers devised. Internal, planning and promotion maps clarified and being created. All Parks Staff as well as GIS staff participating. Asset Management awaiting complete registry.
Other			Acquisitions	Assessment and report			Underway	Several properties under consideration.
Other	Operational		Budget and Work plans	Ongoing monitoring			On Going	Ongoing
Other	Corporate	NEW	GIS Review	With with staff team to review GIS area	2017	2017 Q2	Underway	Staff interviews underway