

**REGIONAL DISTRICT OF NANAIMO  
EAST WELLINGTON / PLEASANT VALLEY PARKS AND OPEN SPACE ADVISORY COMMITTEE  
AGENDA**

**Monday, May 27, 2019**

**6:00 P.M.**

**East Wellington Fire Hall**

**Pages**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1 East Wellington / Pleasant Valley Parks and Open Space Advisory Committee Meeting - September 24, 2018** **2**

That the minutes of the East Wellington / Pleasant Valley Parks and Open Space Advisory Committee meeting held September 24, 2018 be adopted.
- 4. DELEGATIONS**
- 5. CORRESPONDENCE**
- 6. UNFINISHED BUSINESS**
- 7. REPORTS**
  - 7.1 Parks Update Report – January to March 2019** **4**

That the Parks Update Report – January to March 2019 be received as information.
  - 7.2 5-year Project Plan – Electoral Area C-EW/PV** **13**

That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area C-EW/PV be approved.
- 8. BUSINESS ARISING FROM DELEGATIONS**
- 9. NEW BUSINESS**
- 10. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO****MINUTES OF THE EAST WELLINGTON / PLEASANT VALLEY PARKS AND OPEN SPACE  
ADVISORY COMMITTEE MEETING****Monday, September 24, 2018****6:00 P.M.****East Wellington Fire Hall**

|                     |                   |                     |
|---------------------|-------------------|---------------------|
| In Attendance:      | Director M. Young | Chair               |
|                     | B. Erickson       | Member at Large     |
|                     | R. Heikkila       | Member at Large     |
|                     | B. Lind           | Member at Large     |
|                     | D. Cawthorne      | Member at Large     |
|                     | S. Cameron        | Member at Large     |
| Also in Attendance: | C. Pinker         | Alt. EW/PV Director |
|                     | K. Cramer         | Parks Planner       |

**CALL TO ORDER**

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

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**East Wellington / Pleasant Valley Parks and Open Space Advisory Committee Meeting -  
June 25, 2018**

It was moved and seconded that the minutes of the East Wellington / Pleasant Valley Parks and Open Space Advisory Committee meeting held June 25, 2018, be adopted.

CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS****Water Storage Tanks**

It was discussed that there has been communication between the Regional District of Nanaimo and East Wellington Fire Department about the burying of water storage tanks in Meadow Drive Community Park. Parks staff are looking into the mechanisms and requirements to allow this use in the park.

## **REPORTS**

### **Parks Update Report – Summer 2018**

It was moved and seconded that the Parks Update Report - Summer 2018 be received as information.

CARRIED UNANIMOUSLY

### **5-year Project Plan Approval – Electoral Area C**

The Committee discussed the projects on the list and K. Cramer updated their current status.

It was moved and seconded that the 5-year Project Plan: 2019-2023 for Community Parks in Electoral Area C (East Wellington/Pleasant Valley) be received as information.

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **Expiring Terms (Lind, Cameron, Vacant)**

A reminder was given to those with expiring Commission terms and applications were handed out.

## **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 7:07 PM

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CHAIR

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**TO:** B POSAC, EW/PV POSAC, E POSAC, F POSAC, G POSAC, H POSAC, EA A Parks, Recreation and Culture Commission, Electoral Area Services Committee, Regional Parks and Trails Select Committee

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

**SUBJECT:** Parks Update Report – January to March 2019

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## **RECOMMENDATION**

That the Parks Update Report – January to March 2019 be received as information.

## **SUMMARY**

Parks staff continue to work on projects identified in the 2019 Parks Work Plan and the RDN Operational Plan.

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

#### ***Regional Parks and Trails***

##### **Mount Benson Parking Facilities RP-S4-1.20**

Parking lot construction is underway with good progress made to date. Site clearing and blasting work are complete, common excavation work, fill placement and storm drainage works are ongoing. Rock blasted from the site will be re-purposed in the design for slope armouring, land-scape features and further processed to become suitable fill material. Variable subgrade conditions were expected and clearing the site did expose areas of unsuitable subgrade soils. Removal and replacement with suitable materials was necessary and a project contingency is in place for such an occurrence. Substantial project completion is anticipated for the end of June 2019.

##### **Benson Creek Falls Facilities RP-S2-3.7**

A grant application was submitted to the Economic Infrastructure and Innovation Program for the parking lot, bridge and decent to the falls. The Stage 1 submission was approved for funding up to \$103,125. However, the project now has to be approved under Stage 2 which requires more detailed information. The deadline for the Stage 2 application is September 30<sup>th</sup>.

##### **TCT Trail Parking and Trail Realignment RP-S4-1.21**

Curb stops were added to parking stalls in Phase I Timberlands Rd parking lot. Work continues with BC Hydro on obtaining approval for erection of map sign at the Phase I parking lot. Design of the Phase II parking lot (includes horse trailer parking) and Fortis BC gas line drainage channel crossing will be concluded in the spring and in time for 2020 budget planning. Note: the Trans Canada Trail is now known as The Great Trail (TGT), and work will take place in 2019 on the replacement of all signs along approximately 22 km of TGT.

### **Trail from Horne Lake and Heritage Designation RP-S4-1.12**

Staff are awaiting Island Timberlands' response to a meeting request to initiate work on dedication of the 1911 Gazetted Horne Lake Road. Recent amalgamation of Island Timberlands and TimberWest operating staff into Mosaic Forest Management has contributed to the delay.

Staff will meet in the spring with Alberni-Clayoquot Regional District staff to explore an approach to engagement with the range of First Nations having potential interest in heritage designation of a traditional First Nations passage across Vancouver Island via Horne Lake.

### ***Community Parks and Trails***

#### **EA B - Huxley Community Park Projects RP-S4-1.2**

##### Sports Court

The line painting contract has been issued. User groups have been contacted for review of proposed line layout and colours. Work is anticipated to occur the last week of April, weather permitting. The court will be closed for approximately 5 days. User groups will be notified of the temporary closure and notices will be posted at the park and on the RDN website.

##### Phase 2 and 3 Construction Drawings

Final construction drawings have been received and are with staff for review, pending approvals from the Islands Trust for a Development Variance Permit.

#### **EA B - Village Way Path**

MoTI has confirmed it will support the RDN's revised approach to path design. Final drawings and updated costing will be produced once project budget is refreshed. Work is beginning on an operating plan to establish how the path will be funded, regulated, maintained and replaced. The operating plan is to form part of a MoTI licence to develop the path. It is forecast that a report will be forwarded to the Board in the fall of 2019 concerning acceptance of a MoTI licence, funding of path construction and advancing to tender phase.

#### **EA EW/PV - Anders & Dorrit's Community Park Design RP-S4-1.5**

Additional information was provided to support the Non-Farm Use Permit application for parking lot construction previously submitted to ALC. No decision has been made by ALC at this time.

#### **EA E - Jack Bagley Community Park – Court Placement PR-S4-1.16**

The Request for Statement of Qualifications (RFSQ) closed on March 11, 2019. A preferred proponent has been recommended and a fee proposal and scope of work is currently being formalized. It is anticipated that the successful proponent will start the work for the Redevelopment Planning project by the end of April.

#### **EA F - Errington Community Park – Master Planning Process RP-S4-1.6**

The Request for Statement of Qualifications (RFSQ) was issued on March 1, 2019 and closed March 15, 2019. Proponent evaluations are underway. The preferred proponent will be recommended by mid-April 2019; fee proposal and scope of work will be formalized by end of April 2019. Detailed design and costing to be complete by end of August 2019.

#### **EA G - Little Qualicum Hall Renovation RP-S2-3.6**

The Building Permit for upgrades to the hall was issued on March 19th and preparations for construction are underway.

## **EA H - Dunsmuir Community Park Development RP-S4-1.7**

Construction deficiencies will be completed this spring including planting and fine grading.

### ***General Updates***

#### **Registry and Mapping**

Shape files for all community park acquisitions have been completed with work continuing on the creation of Regional Park and trail shape files. Community Park planning maps have been completed for all electoral areas and are being distributed to POSACs over the course of winter-spring 2019. The park acquisition registry system is now serving development of the RDN's asset management system.

### ***Operations – Key Highlights***

#### **General Service Calls**

Staff was heavily involved with clean-up of areas impacted by last December's windstorm. Clean-up of some areas extended into March due to weather conditions. Work on the Arrowsmith CPR Trail is still required due to earlier snow conditions.

Resident request calls and emails resulted in 10 work orders relating to hazard tree issues that required staff investigation, assessment, and in some cases removal of trees.

#### **Park Inspection and Service Software RP-R2-4.6**

Inspections were conducted at 147 park properties during the period of this report. Faults discovered during an inspection are often rectified at the time if minor or moved into the work order system if additional follow-up or other resources are necessary. Inspections help to identify items for future budget considerations and monitoring the condition of park assets.

### ***Parks Programming***

Trail Running program slated for February 24 was rescheduled to April 7 due to snowy and icy trail conditions.

Programming for Spring and Summer 2019 completed, with the Active Living Guide featuring three pages of parks information and Outdoor Recreation programs.

#### ***Park Use Permits***

Area A – No permits issued for this quarter.

Area B – No permits issued for this quarter.

Area C – No permits issued for this quarter.

Area E – No permits issued for this quarter.

Area F – DFO was issued a permit to do road and side channel (Clay Young Channel) maintenance on March 21, 2019. Mid Vancouver Island Habitat Enhancement Society was issued a permit to do a tour of the Clay Young Channel on March 25, in conjunction with the Brant Festival.

Area G – BC Conservation Foundation was issued a permit to do an educational tour of Little Qualicum Estuary Regional Conservation Area in conjunction with the Brant Festival.

Area H - No permits issued for this quarter.

## **FINANCIAL IMPLICATIONS**

The projects outlined in this report have funds identified in the 2019 Budget. Electoral Area projects are funded through the associated 2019 Community Parks Budget and in some cases are supplemented by Community Works Funds or grant funding. Regional Parks projects are funded through the 2019 Regional Parks Operational Budget or the Regional Parks Capital Budget.

## **STRATEGIC PLAN IMPLICATIONS**

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

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



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Wendy Marshall  
wmarshall@rdn.bc.ca  
April 16, 2019

Reviewed by:

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

Attachments

1. Parks Work Plan – January to March 2019

**Parks Work Plan  
Jan-Mar 2019**

**PARKS PROJECTS AND REQUESTS - 2019**

| Service Area | Origin                 | Project # | Park                        | Description  | Start Date | Completion | Progress    | Comments   |
|--------------|------------------------|-----------|-----------------------------|--|------------|------------|-------------|--|
| A            | 17-153                 | 2018-025  | Cedar Plaza                 | NCID application for connection and install irrigation | 2017       | 2019 Q3    | Underway    | Waiting on North Cedar Improvement District.   |
| A            | 18-144                 | 2018-026  | Glynneath                   | Trees - removal/replant. Keep park in natural state.   | 2018       | 2019 Q4    | Underway    | Grant money received. Planting to take place in fall.  |
| A            |                        | 2018-024  | Kipp Road                   | Geotechnical options for site remediation              | 2018       | 2019 Q4    | Not started | Planned for summer.  |
| B            | 16-348, 18-008         | 2017-006  | 707                         | New Signs as per plan                                  | 2018       | 2017 Q4    | Underway    | Working with GaLTT to install new posts. Signage plan underway.  |
| B            |                        | 2018-031  | Cox                         | New Property - add safety amenities                    | 2018       | 2018 Q3    | Not started | Will proceed once Cox additions are transferred to the RDN.  |
| B            |                        | 2019-007  | Decourcy                    | Stair replacement                                      | 2019       | 2019 Q4    | Not started | Planned for summer.  |
| B            |                        | 2018-029  | Huxley                      | Electrical Upgrades Assessment                         | 2018       | 2019 Q3    | Not Started | To proceed if successful with grant funding.   |
| B            | 19-021, 19-020         | 2019-008  | Huxley                      | Grant applications for Skate Park                      | 2019       |            | Completed   | Grant applications submitted. Decision expected fall 2019.   |
| B            |                        | 2019-009  | Dodds Narrows               | Park Master Plan                                       | 2019       | 2019 Q4    | Not Started | Planned for fall.  |
| B-CWrks      | 18-180                 | 2018-030  | Huxley                      | Phase II construction drawings                         | 2018       | 2019 Q2    | Underway    | Awaiting final staff review once Development Variance Permit decision has been received from the Island Trust, end of May. |
| B-CWrks      | 18-182                 | 2018-076  | Huxley                      | Sport Court Line Painting                              | 2018       | 2019 Q2    | Underway    | Anticipated completion by mid-May, weather permitting.   |
| B            | 18-471                 | 2017-009  | Joyce Lockwood Stairs       | Removal of old and trail upgrade                       | 2018       | 2019 Q3    | Underway    | Stairs removed - Trail improvements to follow.   |
| B-CWrks      | 18-310                 | 2015-001  | Village Way Path            | Complete drawings and agreement                        | 2014       | 2019 Q3    | Underway    | Meeting held with MOTI on changes. Work will proceed on agreement in April.  |
| B-CWrks      |                        | 2017-011  | Village Way Path            | Construction   | 2019       | 2020       | Not Started | Planned for 2020.  |
| C EW/PV      |                        | 2019-010  | Anders Dorrit               | Detailed Design and ALC approval                       | 2019       | 2019 Q4    | Underway    | Awaiting Non-Farm User permit from ALC for parking lot.  |
| C Ext        |                        | 2018-035  | Extension Miners            | Coal artifact display, trail to river design           | 2018       | 2019       | Not started | Planned for fall.  |
| C Ext        |                        |           | Extension Miners            | Install Trail to river                                 | 2020       |            | Not started | Planned for 2020.  |
| C Ext        |                        | 2018-034  | Trails Initiative           | Horse Access on Crown                                  | 2018       | 2019       | Not started | Project on hold due to change in priorities with the Back Country Horsemen.  |
| E            | 16-197                 | 2016-009  | Claudet                     | Utilities lot transfer                                 | 2016       | TBD        | On Hold     | On hold.   |
| E-Cwks       | 18-087, 19-060         | 2019-012  | Jack Bagley                 | Court placement and design                             | 2019       | 2019       | Underway    | RFSQ has closed and a consultant hired. Scope of work is now being defined.  |
| E-Cwks       | 17-155, 17-409, 19-060 | 2018-036  | Nanoose Road Community Park | Dog Park   | 2018       | 2019 Q2    | Underway    | Pricing and ordering of components is underway.  |



**Parks Work Plan  
Jan-Mar 2019**

| Service Area | Origin                         | Project # | Park                      | Description   | Start Date | Completion | Progress    | Comments  |
|--------------|--------------------------------|-----------|---------------------------|---|------------|------------|-------------|---|
| E-Cwks       | 17-517, 18-086, 18-470, 19-060 | 2018-074  | Stone Lake Drive          | Design, open house and install                      | 2018       | 2019       | Underway    | Layout plan is being developed and costing is being completed.  |
| F            |                                | 2018-040  | ACT Trails                | Palmer Road East Trail Construction                 | 2018       | 2018       | On Hold     | Survey of corridor is complete but remainder of project is on hold.   |
| F            |                                |           | ACT Trails                | Bellevue Trail 1 - Grafton/Bellevue                 | 2020       |            | Not started | Not planned until 2020.   |
| F            |                                |           | ACT Trails                | Bellevue Trail 2 - Koperick link                    | 2020       |            | Not started | Not planned until 2020.   |
| F            |                                | 2019-013  | Errington                 | Phase I detail design                               | 2019       | 2019       | Underway    | RFSQ has closed and consultant evaluations are in progress.   |
| F            | Staff                          | 2018-007  | Errington                 | Operator Agreement                                  | 2018       | 2020       | On hold     | On hold until completion of infrastructure report.  |
| F            |                                | 2019-014  | Errington                 | Infrastructure review and report                    | 2019       | 2019 Q4    | Underway    | Meeting held with Utilities and the operator of the infrastructure at the parks. Further reviews to take place. |
| F            | 18-196                         | 2018-041  | Meadowood                 | Community Hall Construction                         | 2018       |            | Underway    | Discussions taking place with the neighbourhood group on the operation of the hall.                             |
| G            |                                | 2018-056  | Blue Water                | Clearing and restoration.                           | 2017       | 2020       | Underway    | Spring 2019 restoration efforts to be determined in April 2019.   |
| G            | 18-185                         | 2018-078  | Maple Lane                | Develop plan and add to five year plan              | 2018       | 2018       | Not started | To start in late Spring.  |
| G            | Posac                          | 2018-010  | River's Edge              | Playground concept design                           | 2019       | 2019       | Underway    | Topographic survey is complete for the site. Concept Master Plan desing is underway with costing to follow.     |
| G-Cwks       | 18-295                         | 2019-027  | Little Qualicum Hall      | Safety and Accessibiliity Upgrades                  | 2018       | 2019 Q3    | Underway    | Building Permit Issued - work to commence in May.   |
| H            |                                | 2018-042  | Beach Accesses            | Signage and Improvements                            | 2018       | 2019 Q3    | Underway    | Planning complete, awaiting installation.   |
| H            |                                | 2019-015  | Dunsmuir                  | Phase II Planning                                   | 2019       | 2019 Q4    | Not started | Planned for fall 2019.  |
| H            | 18-148, 18-147                 | 2018-012  | Dunsmuir                  | Phase I Construction                                | 2018       | 2019 Q2    | Underway    | Planting and final grading and drainage to occur this spring.   |
| H            |                                | 2016-013  | Lions Park                | Operators Agreement                                 | 2016       | 2019 Q3    | Underway    | Waiting for final feedback from the Lions Club.   |
| H            | Posac                          |           | Oakdowne                  | Licence on other crown parcels surrounding the park | 2020       |            | Not started | Planned for 2020.   |
| H            |                                | 2019-016  | Sunny Beach               | Improvements  | 2019       | 2019 Q4    | Not started | Planned for fall 2019.  |
| H            |                                | 2018-017  | Wildwood/LHRT             | Kiosk   | 2018       | 2019       | Underway    | Site work and kiosk install is complete. Graphic design of signage is in final review stage.                    |
| Other-Comm   | Board and POSAC                |           | New signs for pilot parks | New sign development and install                    | 2018       | 2020       | Underway    | Graphic design of signage continues.  |

**Parks Work Plan  
Jan-Mar 2019**

| Service Area | Origin                                 | Project # | Park                                 | Description  | Start Date | Completion | Progress    | Comments   |
|--------------|--|-----------|--------------------------------------|--|------------|------------|-------------|--|
| Other - Comm | Other                                  |           | Bike Network Plan                    | Develop plans  | 2021       |            | Not started | Planned for 2021.  |
| REG          | Staff                                  | 2017-019  | Ammonite Falls Trail                 | Bridge Replace   | 2017       | 2019 Q3    | Underway    | Replacement planning underway.   |
| REG          |  | 2019-017  | ACPR Trail                           | McBey Bridge Repairs   | 2019       | 2019 Q3    | Not started | Planned for late summer.   |
| REG          |  | 2019-018  | Parksville - Qual Links              | Barclay Bridge - asphalt extension                                       | 2019       | 2019 Q3    | Not Started | Planned for late summer.   |
| REG          | 16-668                                 | 2017-049  | Benson Creek Falls                   | Parking - monitor and communicate with residents                         | 2017       |            | Ongoing     | Ongoing.   |
| REG          |  | 2019-028  | Benson Creek Falls                   | Weigles entrance parking lot design; includes woodlot trail to URA trail | 2019       | 2019 Q3    | Underway    | Contract award for construction dwgs in progress.  |
| REG          |  |           | Benson Creek Falls                   | Weigles entrance parking Lot Construction                                | 2020       |            | Not started | Planned for 2020.  |
| REG          |  | 2018-043  | BigQ/ACRD Regional Trail             | Detailed planning  | 2018       | 2020       | Underway    | Island Timberlands briefed on 1911 Road designation plan. RFQ for design-build of north shore route to be issued before end of Q3. |
| REG          |  | 2020-003  | BigQ-ACRD Regional Trail             | Construction   | 2020       | 2020       | Not started | Planned for 2020.  |
| REG          |  | 2018-048  | Coats Marsh                          | Cabin Removal  | 2018       | 2019 Q1    | Completed   | Cabin removed.   |
| REG          |  | 2019-032  | Englishman River                     | RDN-DFO agreement  | 2019       | 2019 Q4    | Underway    | As of Q2, DFO available to work on revisiting agreement first drafted in 2008.   |
| REG          |  | 2019-031  | TCT Timberlands Parking Lot          | Phase II parking lot and access trail                                    | 2019       | 2020 Q4    | Underway    | Engineered design to obtained in time for 2020 budgeting.  |
| REG          | Operational                            | 2019-019  | Horne Lake                           | Repairs to caretakers house  | 2019       | 2019 Q3    | Not started | Planned for summer.  |
| REG          | Staff                                  | 2018-018  | Descanso                             | Tree removal   | 2018       | 2019 Q2    | Completed   | Completed.   |
| REG          |  | 2019-020  | Englishman River                     | Hatchery Bridge  | 2019       | 2019 Q4    | Not Started | Planned for fall.  |
| REG          | 16-767                                 | 2017-024  | First Nations Passage via Horne Lake | Heritage designation   | 2017       | 2020       | Not Started | Planned for May.   |
| REG          |  | 2017-021  | La Selva Trail                       | Construction   | 2017       |            | On hold     | On hold due to property issue.   |
| REG          |  | 2019-011  | Nanaimo River                        | Accessible Toilet  | 2019       | 2019 Q3    | Underway    | Pricing underway.  |
| REG          |  |           | Moorecroft                           | Meadow Road Upgrade  | 2020       | 2019 Q2    | Not started | Planned for 2020.  |
| REG          |  | 2019-021  | Moorecroft                           | Reroute Water Line   | 2019       | 2019 Q2    | Underway    | Civil and Survey plans underway.   |
| REG CAP      | 16-666, 17-510, 19-029, 19-028, 19-027 | 2018-054  | Mount Benson                         | Parking design and construction; includes new section of WLRT            | 2018       | 2019 Q2    | Underway    | BP Issued - Civil and Survey Plans underway.   |

**Parks Work Plan  
Jan-Mar 2019**

| Service Area | Origin                         | Project # | Park                           | Description   | Start Date | Completion | Progress    | Comments   |
|--------------|--------------------------------|-----------|--------------------------------|---|------------|------------|-------------|--|
| REG          |                                |           | Mount Benson                   | Trail Improvements - Condition and Evaluation of High Use Routes  | 2020       | 2018 Q3    | Not started | Planned for 2020.  |
| REG          |                                | 2019-023  | TCT signage update             | Complete sign review. Apply to TCT for free signage if available; otherwise purchase. Update all signage. | 2019       | 2021       | Underway    | Sign review initiated with assistance of volunteer; to be completed with staff as available.   |
| REG          |                                |           | Top Bridge                     | Connection to Rail Trail - Design   | 2021       |            | Not started | Planned for 2021.  |
| REG          | Posac                          | 2018-017  | Wildwood/LHRT                  | Kiosk development and installation - split with H   | 2018       | 2019       | Underway    | Site work and kiosk install is complete. Graphic design of signage is in final review stage.   |
| REG          | 18-176                         | 2018-047  | Witchcraft Lake Regional Trail | Volunteer Trail Building  | 2018       | 2018 Q3    | Underway    | Planning for upcoming work underway.   |
| REG          | 18-493                         | 2019-029  | Witchcraft Lake Regional Trail | Monitor use of boardwalk and parking on Benson View   | 2019       | 2020       | Not started | Staff will meet in May to create a plan to monitor.  |
| REG CAP      | 18-496                         | 2018-050  | Benson Creek Falls             | Bridge Design   | 2019       | 2019 Q3    | Underway    | Construction drawings in progress.   |
| REG CAP      |                                |           | Benson Creek Falls             | Bridge Construction   | 2020       |            | Not Started | Planned for 2020.  |
| REG CAP      | 18-497                         | 2018-050  | Benson Creek Falls             | Stairs at falls detailed design   | 2019       | 2019 Q3    | Underway    | Construction drawings in progress.   |
| REG CAP      |                                |           | Benson Creek Falls             | Stairs at falls construction  | 2020       |            | Not Started | Planned for 2020.  |
| REG CAP      | 19-026, 19-025, 19-024, 19-023 | 2019-022  | Benson Creek Falls             | Grant applications  | 2019       | 2020 Q4    | Underway    | Stage 1 ICET Funding application successful. Stage 2 application deadline Sept 30, 2019.       |
| REG CAP      | 17-386, 19-089, 19-088         | 2019-030  | Little Qualicum                | Bridge Detail Design  | 2019       | 2019       | Completed   | Board Resolutions to Tender in 2020 and include \$839,910 in the 2020 budget for construction. |
| REG CAP      | 17-386, 19-089, 19-088         | 2017-068  | Little Qualicum                | Bridge Construction   | 2020       |            | Not started | Planned for 2020.  |
| REG CAP      | Board                          | 2014-001  | Morden Colliery                | Lease upgrade - survey etc.   | 2014       |            | Underway    | April site meeting scheduled with Ministry staff tasked with file.                             |
| REG CAP      | 16-124,14-755,14-754           | 2017-047  | Morden Colliery                | RFQ for functional design   | 2017       | 2019 Q3    | Underway    | Input received from City of Nanaimo and Procurement Mgr. Target release before end of Q2.      |
| REG CAP      |                                |           | Morden Colliery                | Construction  | 2020       | 2020       | Not started | Planned for 2020.  |
| Other        | Operational                    | 2019-024  | RPT Plan                       | Develop RFP. Work with consultant on plan development   | 2019       | 2020 Q3    | Underway    | ToR in progress.   |
| Other        | Operational                    | 2019-025  | 2020 Budget and Work plan      | Create and forward for approvals  | 2019       | 2020 Q3    | Not started | Work will start in June.   |
| Other        | 18-217                         | 2018-082  | Wicklow West land exchange     | Work with developer on land exchange  | 2018       | 2019       | Underway    | Project with Current Planning for recommendation.  |

**Parks Work Plan  
Jan-Mar 2019**

| Service Area | Origin      | Project # | Park                | Description  | Start Date | Completion | Progress    | Comments   |
|--------------|-------------|-----------|---------------------|--|------------|------------|-------------|--|
| Other        | Staff       | 2019-006  | Bylaw 1399          | Update existing bylaw  | 2019       | 2019 Q4    | Underway    | Work with consultant progressing well. April meeting scheduled with two campground operators to review all fees.   |
| Other        | Staff       | 2019-005  | Donation Program    | Create program   | 2019       |            | Not started | Planned for fall.  |
| Other        | Operational | 2018-060  | Parks Programming   | Programming for all seasons                                  | 2018       |            | Underway    | Winter 2019 programming complete. Spring and Summer 2019 programming expanded this year to include more programs within Regional Parks.                              |
| Other        | Operational | 2018-052  | Policies            | Update   | 2018       |            | Not started | Work planned for May.  |
| Other        | Operational | 2018-059  | School Programming  | Working with schools to encourage more interpretive programs | 2018       |            | Underway    | Contact made with SD 69 regarding interpretive programming and parks in September 2018. No new uptake from schools. Possible problem is transportation to the parks. |
| Other        | Operational | 2018-058  | Volunteers in Parks | Re-initiate program  | 2018       |            | Not started | Working with volunteers on an individual basis. Will start in Fall 2019.   |
| Other        | 19-090      | 2019-026  | DCC Plan            | Prepare a plan on DCCs                                       | 2019       | 2019 Q4    | Underway    | Work is underway and report being prepared for May Board.  |

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**TO:** Electoral Area 'C' Parks and Open Space Advisory Committee    **MEETING:** May 27, 2019

**FROM:** Renée Lussier  
Parks Planner

**SUBJECT:** 5-year Project Plan – Electoral Area C-EW/PV

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### **RECOMMENDATION**

That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area C-EW/PV be approved.

### **SUMMARY**

The 5-year Project Plan: 2020-2024 outlines the Community Parks projects identified for the Electoral Area and will guide the development of workplans and the capital plan.

### **BACKGROUND**

The 5-year Project Plan: 2020-2024 outlines the Community Parks projects identified for the Electoral Area. Projects are ranked by priority, high to low. Suggestions come from the Parks and Open Space Advisory Committee (POSAC), the Electoral Area Director, and applicable Plans. The project list is reviewed every year to ensure that new priorities are captured.

### **ALTERNATIVES**

1. That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area C-EW/PV be approved.
2. That alternative direction be provided.

### **FINANCIAL IMPLICATIONS**

Electoral Area C-EW/PV Community Park projects planned for next year will be considered as part of the 2020 budget process. Project budget guidelines are provided on the attached 5-year Project Plan: 2020-2024 EA C-EW/PV along with the funding sources, if known and/or currently available.

The available funding sources for Community Parks are the Area C-EW/PV Community Parks Budget and the Area C-EW/PV Reserve Fund. The Cash-in-Lieu Reserve Fund can only be used to purchase park land. Community Works Funds can also be used when available. Current budget availability for Electoral Area C-EW/PV is:

|                                      |           |
|--------------------------------------|-----------|
| EA C-EW/PV Reserve Fund              | \$170,965 |
| EA C-EW/PV Cash-in-Lieu Reserve Fund | \$39,718  |

The Community Parks Budget is reviewed annually by the Regional Board and funding priorities are set with consideration of input and recommendations from the Electoral Area C-EW/PV POSAC.

### **STRATEGIC PLAN IMPLICATIONS**

Focus On Service And Organizational Excellence - We Recognize Community Mobility And Recreational Amenities As Core Services



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May 9, 2019

Reviewed by:

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

Attachments

1. 5-year Project Plan 2020-2024 EA C-EW-PV\_spring 2019

RDN Electoral Area C-EW/PV Community Parks

5-Year Project Planning: 2020-2024

PLANNING WORKSHEET DRAFT

for review at the May 2019 POSAC meeting

Reserve Fund: \$170,965

Cash-in-Lieu Reserve Fund: \$39,718

As of May 2019

This worksheet is provided for planning purposes only and is subject to change to accommodate other Board directives, funding constraints and staff resources.

|                                      |  | Estimated Cost | Budget Notes | Origin |
|--------------------------------------|--|----------------|--------------|--------|
| Current Year Projects (2019)         |  |                |              |        |
| 2019                                 | Anders & Dorrits CP: Detailed Design and ALC approval          | \$25,000       |              |        |
| 2019                                 | Anders & Dorrits CP: seek grant funding                        | staff time     |              |        |
| 2019                                 | Park sign pilot project (at Anders & Dorrits CP)               | \$2,000        |              | EASC   |
| High Priority Projects (2020-2021)   |  |                |              |        |
| 2020                                 | Anders & Dorrits CP: phase 1 park development                  | TBD            |              |        |
| 2021                                 | Anders & Dorrits CP: phase 2 park development                  | TBD            |              |        |
| 2021                                 | Meadow Drive CP: forest trail planning                         | TBD            |              | POSAC  |
| Medium Priority Projects (2022-2023) |  |                |              |        |
| 2022                                 | Meadow Drive CP: forest trail development                      | TBD            |              |        |
| 2023                                 | Creekside CP: explore trail connection opportunity within park | TBD            |              |        |
| Low Priority Projects (2024- )       |  |                |              |        |
| 2024                                 | Jinglepot Roadside trail OR Creekside Roadside trail           | TBD            |              |        |
| Additional Project Suggestions       |  |                |              |        |
|                                      | Jinglepot Roadside trail                                       |                |              |        |
|                                      | Creekside Roadside trail                                       |                |              |        |
| Completed Projects                   |  | Notes          |              |        |
|                                      |  |                |              |        |
|                                      |  |                |              |        |