

**REGIONAL DISTRICT OF NANAIMO
REGIONAL PARKS AND TRAILS SELECT COMMITTEE
AGENDA**

Tuesday, May 7, 2019

12:00 P.M.

Committee Room

This meeting will be recorded

	Pages
1. CALL TO ORDER	
2. APPROVAL OF THE AGENDA	
3. ADOPTION OF MINUTES	
3.1 Regional Parks and Trails Select Committee Meeting - February 5, 2019	3
That the minutes of the Regional Parks and Trails Select Committee meeting held February 5, 2019, be adopted.	
4. DELEGATIONS	
4.1 C. Piercy, Chair, Hamilton Marsh Committee: re: Hamilton Marsh	6
5. CORRESPONDENCE	
5.1 L. Robert, Island Coastal Economic Trust, re: Status of Stage 1 Application - Benson Creek Falls Improvement Project	7
6. UNFINISHED BUSINESS	
7. REPORTS	
7.1 Parks Update Report – January to March 2019	8
That the Parks Update Report – January to March 2019 be received as information.	

7.2 Parks and Trails Strategic Plan -Draft Terms of Reference 17

1. That the Terms of Reference to develop a Parks and Trails Strategic Plan (Attachment 1) be approved and a Request for Proposals be issued for project consultant services.

2. That four members of the RPTSC be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

7.3 Regional Parks Development Cost Charges Study 27

That the Board proceed with the initiation of a Development Cost Charge Study for regional parkland acquisitions and improvements as permitted under the Local Government Act.

8. BUSINESS ARISING FROM DELEGATIONS

9. NEW BUSINESS

10. IN CAMERA

That pursuant to Section(s) 90 (1) (e), of the Community Charter the Committee proceed to an In Camera meeting for discussions related to the acquisition, disposition or expropriation of land or improvements.

11. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO**MINUTES OF THE REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING****Tuesday, February 5, 2019****12:00 P.M.****Board Chambers**

In Attendance:	Director C. Gourlay	Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Alternate Director J. Fell	Electoral Area F
	Director S. McLean	Electoral Area H
	Director M. Swain	District of Lantzville
	Director E. Mayne	City of Parksville
	Director T. Westbroek	Town of Qualicum Beach
	Director S. Armstrong	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director I. Thorpe	City of Nanaimo
Regrets:	Director L. Salter	Electoral Area F
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	T. Osborne	Gen. Mgr. Recreation and Park Services
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	W. Marshall	Manager of Park Services
	A. Harvey	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES**Regional Parks and Trails Select Committee Meeting - October 9, 2019**

It was moved and seconded that the minutes of the Regional Parks and Trails Select Committee meeting held October 9, 2018 be adopted.

CARRIED UNANIMOUSLY

PRESENTATIONS

Regional Parks and Trails Orientation Presentation

Mr. Osborne gave a comprehensive presentation of the RDN Regional Parks and Trails system. It was moved and seconded that the Regional Parks and Trails Orientation Presentation be received.

CARRIED UNANIMOUSLY

CORRESPONDENCE

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

Save French Creek Estuary Land, re: French Creek Estuary Land Introduction

R. Robinson, Friends of French Creek Conservation Society, re: Report on the French Creek Estuary Lands and Memorandum of Understanding

CARRIED UNANIMOUSLY

REPORTS

Parks Update Report - July-September 2018

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

CARRIED UNANIMOUSLY

Parks Update Report – October-December 2018

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

CARRIED UNANIMOUSLY

Little Qualicum River Regional Park Bridge Replacement Detailed Design and Class B Costing

It was moved and seconded that the Little Qualicum River Regional Park Bridge Replacement proceed to Tender in February 2020 for construction in 2020.

CARRIED UNANIMOUSLY

It was moved and seconded that the 2020-2024 Financial Plan include \$839,910 in the 2020 year for completion of the Little Qualicum River Regional Park Bridge Replacement.

CARRIED UNANIMOUSLY

NEW BUSINESS

RDN Parks Funding Service Review

Directors discussed the RDN Parks Funding Service Review from 2017 that was included in the agenda.

It was moved and seconded that staff prepare a plan on Development Cost Charges for Regional District of Nanaimo Parks for review by the Regional Parks and Trails Select Committee.

Opposed (3): Director Young, Director Rogers, and Director Fell

CARRIED

IN CAMERA

It was moved and seconded that pursuant to Section(s) 90 (1) (e), of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to the acquisition, disposition or expropriation of land or improvements.

CARRIED UNANIMOUSLY

TIME: 2:27pm

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:41

CHAIR

Delegation: Ceri Peacey, Chair Hamilton Marsh Committee, FFCCS

Summary:

The Hamilton Marsh Committee will present an engaging video highlighting the values of Hamilton Marsh to the watershed and the community at large. We will emphasize the need to preserve the entire 360 hectares, for both biodiversity, watershed management and economic opportunities. A handout will be provided.

Action Requested:

This delegation has a dual purpose:

To update the Committee on recent activities and opportunities. To acquaint the new RDN Board Members with the value of Hamilton Marsh from the perspective of highly committed members of the community.

The action requested of the RDN is to place high priority on “facilitating” the acquisition from Island Timberlands of the Marsh (all 360ha), through a process that will inspire and engage the public.

We are requesting 10 minutes; 6 of which will be video.



Building a diverse and sustainable economy.

March 25, 2019

Elaine McCulloch, Parks Planner
Regional District of Nanaimo
1490 Springhill Road
Parksville, BC V9P 2T2

Dear Ms. McCulloch:

Re: Status of Stage 1 Application – Benson Creek Falls Park Improvements Project

The Stage 1 submission requesting funding support for the Benson Creek Falls Park Improvements Project was reviewed by the Central South Island Regional Advisory Committee. It was then considered by the Board of Directors at its March 22, 2019 meeting.

On behalf of the Board of Directors, I am pleased to advise that the Board of Directors has approved the Benson Creek Falls Park Improvements Project for the Stage 2 application process. You have been approved for funding up to \$103,125 for the project valued at \$550,000. Unfortunately, we were unable to approve the full amount requested given that the number of funding applications exceeded the amount of funding available for this intake.

The Board requests that you submit a Stage 2 application no later than September 30th, 2019 or this Stage 1 application approval will lapse, with no further notice.

The Stage 2 application form is available on our website at <http://www.islandcoastaltrust.ca/economic-infrastructure-program/forms-guidelines>.

Should you have questions regarding this process, please do not hesitate to contact me at 250-871-7797.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Line Robert', is written over the typed name.

Line Robert
Chief Executive Officer

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

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 30th.

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.



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 Accessibililty 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.

TO: Regional Parks and Trails Select Committee **MEETING:** May 7, 2019

FROM: Wendy Marshall
Manager of Parks Services

Subject: Parks and Trails Strategic Plan - Terms of Reference

RECOMMENDATIONS

1. That the Terms of Reference to develop a Parks and Trails Strategic Plan (Attachment 1) be approved and a Request for Proposals be issued for project consultant services.
2. That four members of the RPTSC be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

SUMMARY

A Terms of Reference (Attachment 1) has been developed to develop a Parks and Trails Strategic Plan (PTSP). The proposed plan would consider both Regional and Electoral Area Community Parks as one parks and trails system. The Parks and Trails Strategic Plan would document the goals and strategies to shape and guide the delivery of an integrated parks service over the next ten years.

The Five Year Financial Plan for Regional Parks contains \$90,000 to undertake this work.

BACKGROUND

The first RDN Parks System Plan produced in 1995 provided a vision and a purpose for Community Parks, Regional Parks and Greenbelts; an inventory of Community Parks and a list of sites for future acquisition. The second Regional Parks and Trail Plan 2005-2015 focused on the Regional Service and provided a vision and goals, priorities for park and trail development; a review and actions for operational issues as well as an updated acquisition list. In 2014, the Community Parks and Trails Strategic Plan for Electoral Areas E, F, G, and H was developed to guide the acquisition, development and planning of Community Parks.

Since 2005, the RDN Parks system has experienced significant growth in the number and size of parks with improved park amenities to support the increased demand for outdoor recreation. The pressures, issues and opportunities from public expectations for a variety of services are spread between both Electoral Area Community Parks and Regional Parks. A staff team of planners and operations staff work equally between the two systems. Therefore, the PTSP will consider both Regional and Community parks and trails as one parks and trails system.

The proposed PTSP would review the regional and community parks and trails service currently provided by the RDN in order to establish the future role of the parks service and determine how the growth of the function is to be managed. A PTSP review and analysis of the parks and trails systems of the RDN's member municipalities and Provincial Parks within the region is designed to ensure connectivity of parkland and recreational amenities.

The proposed PTSP would be a comprehensive plan that provides direction through vision, mission, goals, strategies and actions. The Plan will result in a program that can be followed confidently year over year, be forward thinking and reflect the values of the community.

The process of developing the PTSP would be overseen by a sub-committee of the Regional Parks and Trails Select Committee (RPTSC) referred to as the Parks and Trails Strategic Plan Advisory Sub Committee (PTSPAC). The Sub Committee would consist of four RPTSC members and would meet 3 to 6 times until plan completion in November 2020.

This Committee will:

- Review preliminary data and findings.
- Participate in a structured decision-making process to determine mission and vision, select goals and strategies, and identify performance measures and implementation methods.
- Review draft reports.
- Attend scheduled community engagement and dialogue sessions when required.
- Provide recommendations to the Regional Parks and Trails Select Committee and RDN Board on the PTSP process.

ALTERNATIVES

1. That the Terms of Reference to undertake a Parks and Trails Strategic Plan as shown in Attachment 1 be approved, a Request for Proposals be issued for project consultant services and four members of the RPTSC be assigned to the Parks and Trails Strategic Plan Advisory Committee.
2. That the Terms of Reference to undertake a Parks and Trails Strategic Plan not be approved and alternative direction be provided.

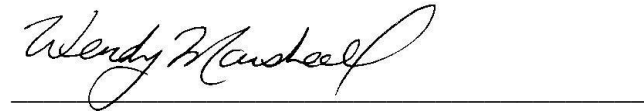
FINANCIAL IMPLICATIONS

The 2019 – 2023 Five Year Financial Plan includes \$90,000 for the development of the RDN Parks and Trails Strategic Plan. The 2019 Regional Parks Operations Budget includes \$40,000 in 2019 with another \$50,000 in 2020.

STRATEGIC PLAN IMPLICATIONS

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

Focus On Service And Organizational Excellence - As We Invest In Regional Services We Look At Both Costs And Benefits - The RDN Will Be Effective And Efficient

A handwritten signature in cursive script, reading "Wendy Marshall", positioned above a horizontal line.

Wendy Marshall
wmarshall@rdn.bc.ca
April 25, 2019

Reviewed by:

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

Attachments

1. RDN Parks and Trails Strategic Plan – Terms of Reference

ATTACHMENT 1

REGIONAL DISTRICT OF NANAIMO PARKS AND TRAILS STRATEGIC PLAN TERMS OF REFERENCE APRIL 2019

BACKGROUND

Project Purpose

To prepare a Parks and Trails Strategic Plan (PTSP) for the Regional District of Nanaimo (RDN) identifying the strategic priorities that define the future direction, philosophy, policies, and actions for the provision of both regional and community parks services. The Parks and Trails Strategic Plan will document the goals and strategies that will shape and guide the delivery of an integrated parks service over the next ten years.

Project Background

The Parks and Trails Strategic Plan is to lay out the RDN's mission and role, reflect on the state of the regional and community parks and trails portfolios today, identify trends impacting park services, and provide strategies to guide the future. By providing clarity on the mission and role of the RDN's parks services, the Plan is intended to support RDN's partners and strengthen relationships – complementing the broader regional network of parks, natural areas, and trails. The Plan is to also provide a framework for future decisions about the services provided and the funding needed to strengthen and sustain the RDN's regional and community portfolios of parks, trails, and natural areas.

Regional District of Nanaimo Parks Services

The RDN Parks Services manages 12 Regional Parks, over 200 Community Parks and over 85 km of Regional and Community Trails. Regional Parks typically protect large scale landscapes in their natural state with sensitively sited opportunities for park access, amenities, and trails. Regional Parks and Trails serve and, are funded by, residents of the entire Regional District including the municipalities of Nanaimo, Lantzville, Parksville, Qualicum Beach, and the seven electoral areas. These parks provide opportunities for outdoor activities that will attract people from throughout the Nanaimo Regional District and beyond. The Regional Board is advised by a Regional Parks and Trails Select Committee comprised of fourteen RDN Board Directors, including representatives from each of the municipalities and electoral areas, on matters pertaining to Regional Parks and Trails. Taxation for the Regional Parks Acquisition and Capital Development Fund is collected by a parcel tax on every household in the region. Operations and maintenance costs for regional parks are collected on a per capita basis.

Community Parks and Trails are intended to provide for the needs of the communities of each electoral area. These parks are usually smaller properties that offer local, publicly accessible green spaces for residents providing for a variety of uses including sports, passive recreation,

environmental protection, water access, and preservation of unique natural or culturally significant features. Community Parks and Trails are typically acquired through subdivision or rezoning and, when opportunities arise, key community parkland properties are also purchased using parkland acquisition funds, reserves, and borrowing. The RDN also manages additional parkland through a license of occupation or permit from the landowner (such as Crown Lands and Ministry of Transportation water accesses). The Regional Board is advised by an Electoral Area Services Committee, comprised of the seven Electoral Area Director representatives, on matters regarding to Community Parks. The Regional Board is also advised by six Electoral Area Parks and Open Space Advisory Committees and one Parks and Culture Recreation Commission. Each Electoral Area has a separate tax base and funding system to acquire, develop and manage community parks and trails to serve the local communities.

Park Plans

The first RDN Parks System Plan was produced in 1995 and provided a vision; a purpose for Community Parks, Regional Parks, and Greenbelts; an inventory of Community Parks; and a list of sites for future acquisition.

The Regional Parks and Trail Plan 2005-2015 focused on the regional service and provided a vision and goals. The Plan provided an updated regional park acquisition list and identified development and operational priorities for regional parks and trails.

Community park and trail acquisitions are guided by Official Community Plans and park and trail development priorities are guided by the input of the Electoral Area Parks and Open Space Advisory Committees. The four northern electoral areas are also guided by the Community Parks and Trails Strategy (2014).

Since 2005, the RDN Parks system has experienced significant growth in the number and size of parks and improved park amenities to support the demand for outdoor recreation. The pressures, issues, and opportunities from growing demand for a variety of services are spread between both Community and Regional Parks. A staff team of planners and operations staff works equally between the two systems. Based on this, the PTSP will consider both Regional and Community Parks and Trails as one functional Parks and Trails system.

Project Objectives

The Parks and Trails Strategic Plan will review the Regional and Community Parks and Trails service currently provided by the RDN, it will establish the future role of the Parks service and will determine how the growth of the function will be managed. It will be a comprehensive plan that provides direction through vision, mission, goals, strategies, and actions. The Plan will result in a program that can be followed confidently year over year; it will be forward thinking and reflect the values of the community.

Project Objectives:

1. *Examine and evaluate the provision of regional and community parks services within the RDN.*
 - Review the RDN's role in relation to Regional and Electoral Area Community Parks and Trails to date, including a review of the current level of services and expectations of the department.
 - Review and analyze the current parks and trails system within the RDN. Explore opportunities for integration with member municipalities; the Crown; Land and Nature Trusts and Conservancies; and private land. Review the RDN's existing park and trails classification systems and recommend revised classifications if necessary.
 - Review ongoing planning initiatives as well as past and current strategic documents and management plans.
 - Review existing regional and community parkland acquisition lists, current objectives and acquisition criteria. Review and evaluate current park acquisition checklists. Provide priority acquisition criteria to be used when considering regional park acquisitions and acquisition criteria to be used when considering community park acquisitions.
 - Review work with MoTI on Active Transportation and current plans for roadside paths in the RDN.
 - Review accomplishments to date and list of current projects including Electoral Area 5-year plans.
 - Review the Parks Services of other Regional Districts (e.g., Cowichan Valley, Comox Valley, Central Okanagan, North Okanagan, Capital Regional District, Metro) and provide a comparison to the RDN.
 - Research, review, summarize, and provide key findings on the following background areas: regional demographics, trends in park and protected area management (e.g., older users, increased use, expectations, social media influences on use patterns), leading performance indicators, best practice examples, park maintenance costs and considerations, existing and potential financing mechanisms, and existing and potential partnerships.
 - Identify Challenges and Opportunities including shifting demographics and increasing demand for parks and trails, clarifying the future role of parks and trails, addressing climate change and natural hazard risks.
 - Examine the roles of Regional and Community Parks and Trails in relation to resource management, watershed protection, forest management, accessibility, active transportation, natural area asset management, economic generation and tourism, protection and enhancement of environmental features, regionally significant areas, species and habitats, and outdoor recreation services including mountain bike trails on private land.

2. *Clarify the fundamental purpose and goals of the RDN Parks and Trails Service.*

- Develop clear and concise vision and mission statements for the provision of Regional and Community Parks Services in the RDN.
- Differentiate the roles and responsibilities between regional and community parks while understanding that both types of parks are part of one system facing similar challenges and managed by RDN Parks Services.
- Identify goals, strategic priorities, and actions (measurable) for the next ten years. Completing the actions will be a measure of how the Parks Service is progressing towards achieving the vision and mission.
- Identify key performance indicators to evaluate trends, determine key actions for the coming year, and assist in long-term planning. These indicators will be used to measure success regarding short term and long-term operations and trends for Parks Services.

3. *Develop an Implementation Plan.*

- Identify any necessary policy, bylaw, strategy and procedure updates required to support the Parks and Trails Strategic Plan.
- Develop capital development plans for the regional system and the community park system.
- Confirm and articulate the anticipated need for additional regional and community parks and trails and how they can be integrated with other parks and trails systems (municipal, provincial) and other natural lands in the region. Update the park acquisition criteria based on the proposed vision, mission, and goals. Review and update acquisition priorities.

4. *Develop a service model for delivering operations, planning, and development for parks and trails that meets existing and future needs.*

- Based on the vision, mandate, emerging trends, and community input, determine the role of the Parks Service in the delivery of differing and sometimes conflicting service priorities.
- Provide recommendations for future service and funding provisions including staffing and other resources.
- Examine the relationship between programming in Recreation Services to services being provided in the RDN Parks area and explore further opportunities for integration.

5. *Emphasize financial sustainability as an integral element of the Plan.*

- Identify financial implications stemming from any recommended improvements, increased services, ongoing maintenance, etc.
- Confirm the funding model for regional and community parkland acquisition and development.
- Proponents are encouraged to explore innovative financial strategies and solutions that can bridge the gap between future demand and existing funding models.

Project Team

Through a Request for Proposal (RFP) process, a Project Consultant will be retained to develop the PTSP. The PTSP will be coordinated by the Manager of Parks Services and will involve a project team of Parks staff to oversee the consultant's work and provide direction on the steps for Plan production.

Advisory Committee

The process of developing the PTSP to completion will be overseen by a sub-committee of the Regional Parks and Trails Select Committee (RPTSC) referred to as the Parks and Trails Strategic Plan Advisory Sub Committee (PTSPAC). Committee membership will include four RPTSC members, all of whom are Directors representing the Regional Board. In addition, representatives from the First Nations of Qualicum, Snaw-Naw-As and Snuneymuxw will be consulted during the development of the Plan.

This Committee will:

- Review preliminary data and findings.
- Participate in a transparent, structured, decision-making process to determine mission and vision, select goals and strategies, and identify performance measures and implementation methods.
- Review drafts of the Plan.
- Attend scheduled community engagement and dialogue sessions when required.
- Provide recommendations to the Regional Parks and Trails Select Committee and RDN Board on the PTSP process.

SCOPE OF SERVICES

The Proponent is expected to perform the general services as required to produce a document meeting the Project Objectives. These services include, but are not limited to:

- a. Collecting and interpreting original and third-party data and review reports and plans published by the Regional District and other agencies.
- b. Engaging key partners, stakeholders, and the public including, but not limited to, the RDN Board, PTSP Advisory Sub Committee, First Nations, RDN staff, relevant communities, stakeholders, and the public.
- c. Preparing digital copies of the draft and final Parks and Trails Strategic Plan.

A final scope of work will be developed by the Regional District and the proponent submitting the successful proposal following selection.

DELIVERABLES AND OUTCOMES

The Project Consultant is expected to provide a Parks and Trails Strategic Plan that links to and builds upon the Regional Parks and Trails Plan (2005-2015) and the Community Parks and Trails Strategic Plan (2014). The new PTSP must deliver a prioritized set of recommendations based on input from regional residents and stakeholder groups, governments and agencies and research that will provide the Regional District with guidelines for planning, decision-making, and

management of regional and community parks and trails services and resources over the next 10 years.

While the main deliverable will be a final Parks and Trails Strategic Plan, as part of creating that document the Proponent will, either independently or as part of a larger milestone, be responsible for:

- Providing for extensive, public involvement in the process.
- Ensuring transparency in decision making by providing an expert-led, structured decision-making process with Advisory Committee Members to determine mission and vision; select goals and strategies; and identify performance measures and implementation methods.
- Developing a Parks and Trails Strategy that meets the existing and future needs of the Parks function and includes setting out recommendations for future service and funding provisions.
- Producing a Draft Plan for review.
- Collaborating with RDN GIS Services to develop mapping and spatial data analysis. Final spatial data to be submitted in either a File Geodatabase or ESRI Shapefile so it can be incorporated into future mapping projects.
- Preparing a graphically rich final Parks and Trails Strategic Plan for Board consideration and providing a complete electronic copy of the PTSP, including any appended materials. The Parks and Trails Strategic Plan and any supporting reports or materials submitted will become the property of, and for the sole use of, the Regional District of Nanaimo.
- Presentations to the RPTSC, EASC, and RDN Board.

Public Consultation Program

The Regional District of Nanaimo's Public Consultation Policy A1.23 measures a successful project as one that provides for meaningful and on-going public involvement. The success of the public process component of the PTSP will be achieved through meeting the following goals:

- Ensuring that the style of consultation is inclusive
- Providing meaningful opportunities for public input and participation
- Making all relevant information about the planning process readily available to the public
- Presenting information to the public in a clear, understandable and concise form
- Making available for review all public input gained during the planning process
- Accurately and objectively recording and assessing public input

A key role of the Consultant in compiling the PTSP is to develop, lead and interpret a region-wide community input process that contributes to the project's objectives. The public input process must use a varied approach to obtaining input to maximize participation and must include, but is not limited to the following:

- Consultation with the Parks and Trails Strategic Plan Advisory Sub Committee.
- Information gathering from RDN Recreation and Parks staff and staff from other RDN departments including Strategic and Community Development, Finance, Wastewater Services, Drinking Water Protection, Water and Utility Services, Solid Waste, Regional

Transit, Information Technology and GIS Systems, Economic Development, and Corporate Services.

- Information gathering from stakeholders such as park user groups; major landowners; sector and community organizations; from staff at the municipalities of Nanaimo, Lantzville, Qualicum Beach, and Parksville; as well as from the First Nations of Qualicum, Snaw-Naw-As and Snuneymuxw along with other governments and agencies.
- Use of the [RDN Get Involved](#) public engagement platform where appropriate.

Project Timeline

The Regional District of Nanaimo anticipates a 12-14 month process to complete the Final Plan.
Plan completion deadline: November 2020

Note: The schedule may be revised based on timelines proposed by the selected Project Consultant in consultation with RDN Staff.

Project Funding

The maximum budget for the development of the RDN Parks and Trails Strategic Plan is \$85,000 and is to include all fees, expenses, sub-contractors, consultation, and applicable taxes.

REFERENCE / BACKGROUND INFORMATION

Existing plans and related initiatives will be used as the foundation for the Plan to ensure a coordinated, consistent approach. Some of the supporting documents and data are listed below:

Previous and Existing Plans:

- RDN Park System Plan (1995)
- [Regional Parks & Trails Plan \(2005-2015\)](#)
- [Community Parks and Trails Strategy \(2014\)](#)
- RDN Parks Funding Services Review Report (2017)
- [RDN Recreation Services Master Plan for the Oceanside Area \(District 69\) 2019-2026](#)
- Park Master Plans
- [RDN Regional Growth Strategy & Annual Reports](#)
- Official Community Plans, Electoral Areas A, B, C, E, F, G, H
- [RDN Parks and Trails Finder](#)
- [Agricultural Area Plan](#) (2012)
- RDN Asset Management Plan

Ongoing Initiatives:

- Park Use Regulations Bylaw 1399.01 Update (2019)
- Development Cost Charges Review (2019)
- [Drinking Water & Watershed Protection Action Plan Update \(2019\)](#)

TO: Regional Parks and Trails Select Committee **MEETING:** May 7, 2019

FROM: Tom Osborne **FILE:**
General Manager, Recreation and Parks

SUBJECT: Regional Parks Development Cost Charges Study

RECOMMENDATION

That the Board proceed with the initiation of a Development Cost Charge Study for regional parkland acquisitions and improvements as permitted under the Local Government Act.

SUMMARY

At the March 26, 2019 Regular Meeting of the Regional Board the following resolution 19-125 was approved:

“That staff prepare a plan on Development Cost Charges for Regional District of Nanaimo Regional Parks for review by the Regional Parks and Trails Select Committee, and for Electoral Area Community Parks for review by the Electoral Area Services Committee.”

It is proposed to use the *Province of British Columbia Best Practices Guide* for development and approval of DCCs. By following the *Guide* it will assist the RDN in receiving provincial approval of the DCCs once prepared. Attachment 1 is the bylaw development process that follows the *Guide*’s recommended approach.

A professional firm specializing in the development DCCs within British Columbia would be retained to undertake the work including stakeholder consultation.

BACKGROUND

Local Government Act – Parkland DCCs Collection and Use

Under Division 19, Section 559 (1) and (2) of the Local Government Act, DCCs can be collected as follows:

- (1) *A local government may, by bylaw, for the purpose described in subsection (2) or (3), impose development cost charges on every person who obtains*
 - (a) *approval of a subdivision, or*
 - (b) *a building permit authorizing the construction, alteration or extension of a building or structure.*

- (2) *Development cost charges may be imposed under subsection (1) for the purpose of providing funds to assist the local government to pay the capital costs of*
- (a) *providing, constructing, altering or expanding sewage, water, drainage and highway facilities, other than off-street parking facilities, and*
 - (b) *providing and improving park land to service, directly or indirectly, the development for which the charge is being imposed.*

Under Division 19, Section 566 (2) (b) of the Local Government Act, DCCs can be used for park land as follows:

- (2) *Money in development cost charge reserve funds, together with interest on it, may be used only for the following:*
- (b) *to pay the capital costs of*
 - (i) *acquiring park land or reclaiming land as park land, or*
 - (ii) *providing fencing, landscaping, drainage and irrigation, trails, restrooms, changing rooms and playground and playing field equipment on park land,*

subject to the restriction that the capital costs must relate directly or indirectly to the development in respect of which the charge was collected.

Parks Funding Review and Proposed Use of DCCs

At the direction of the Board, a Service Review for [RDN Parks Funding](#) was completed in 2017. Within the final report, the retained consulting firm recommended that the DCCs be developed and implemented for RDN parkland acquisitions and improvements. The Board received the report on December 12, 2017 and referred it back as follows:

17- 628 – “That the Regional District of Nanaimo Parks and Trails Funding Service Review recommendations be referred back to staff.”

The application of DCCs for a variety of RDN services was later discussed by the Regional Board on June 26, 2018 and the following resolution was approved:

18-241 - “That staff be directed to prepare a report on the use and collection of Development Cost Charges.”

At the March 26, 2019 Regional Board Meeting the development of DCC for Parks was considered the following resolution approved:

19-125 - That staff prepare a plan on Development Cost Charges for Regional District of Nanaimo Regional Parks for review by the Regional Parks and Trails Select Committee, and for Electoral Area Community Parks for review by the Electoral Area Services Committee.

Proposed Development Plan for Regional Parks DCC Bylaw

In a DCC review, the RDN would follow the [*Province of British Columbia DCC Best Practices Guide*](#) for development and approval of DCCs. By following the *Guide* it will assist the RDN in receiving provincial approval of the DCCs once prepared. In addition the *Guide* has received support of the development community, which advocates for transparent and understandable DCC programs. Attachment 1 is the bylaw development process that follows the *Guide*'s recommended approach.

As directed by the Regional Board, a separate report on the development of a DCC program for Electoral Area Community Parks will be presented to the Electoral Area Services Committee.

A consulting firm specializing in the development of DCCs will be retained to prepare the review. As part of their work, the firm will provide guidance in developing the bylaw including stakeholder input.

As part of the bylaw's development, the consultants, through input from the Regional Parks and Trails Select Committee and the Board, will refine future regional parkland acquisitions lands for inclusion in the DCC. Future eligible parkland improvement expenses will be examined for inclusion in the bylaw.

Once all future acquisition and improvement costs are compiled, the assumptions for the bylaw, such as the assist factor, would be presented for the Board's consideration.

ALTERNATIVES

1. To proceed with the initiation of a Development Cost Charge Study to assist in raising funds required for regional parkland acquisitions and improvements as permitted under the Local Government Act.
2. Not to proceed with the initiation of a Regional Park Development Costs Charge Study and provide alternative direction.

FINANCIAL IMPLICATIONS

\$50,000 has been allocated under the Administration Services budget in 2019 for the advancement of DCCs within the RDN. These funds will be used to retain a professional firm to develop the DCC program including stakeholder consultation. Extensive staff time, both in the Parks and Finance areas, will be required to support the project.

STRATEGIC PLAN IMPLICATIONS

This initiative would support the RDN's strategic priorities for Service and Organizational Excellence and Focus on the Environment:

- 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.



Tom Osborne
tosborne@rdn.bc.ca
April 15, 2019

Reviewed by:

- W. Marshall, Manager of Parks Services
- J. Bradburne, Director of Finance
- G. Garbutt, General Manager of Strategic and Community Development Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Best Practices Guide – DCC Bylaw Development Process

Stakeholder Participation Strategy

