

September 6, 2018

REPORT TO: D. COMIS, CHIEF ADMINISTRATIVE OFFICER

FROM: STAFF REPRESENTATIVES FROM THE COMMUNITY PARK MASTER PLAN IMPLEMENTATION COMMITTEE

SUBJECT: COMMUNITY PARK MASTER PLAN IMPLEMENTATION STRATEGY

PURPOSE: *To obtain Council approval for a short-term implementation strategy for the Community Park Master Plan action items*

EXECUTIVE SUMMARY:

Council engaged the services of the Mount Arrowsmith Biosphere Research Institute and Vancouver Island University Masters in Planning students to undertake the Community Park Master Plan engagement and plan development. The Master Plan was presented to Council in November 2017 and in March 2018, a resolution was passed to form an implementation committee to review and prioritize the plan's action items. This report contains recommendations on the short-term actions to be implemented within a five-year timeframe. In order to meet Council agenda deadlines, this report was prepared by staff members of the committee and it is anticipated Council representatives will provide further verbal information at the September 17, 2018 regular Council meeting.

RECOMMENDATION:

1. THAT the report from the staff representatives of the Committee dated September 6, 2018, entitled "Community Park Implementation Strategy" be received.

BACKGROUND:

The Community Park Master Plan was completed by the Mount Arrowsmith Biosphere Region Research Institute and by the students and faculty at Vancouver Island University during 2017. The public engagement process included conversations with local First Nations, three interactive community events, interviews with many identified park user groups, and two public opinion surveys targeted at residents and tourists. The consultation involved about 1,400 participants.

Five guiding principles for the Community Park Master Plan were developed from feedback generated through the public consultation process:

- Celebrate the unique culture and heritage of the Parksville community
- Create a more accessible park for everyone
- Support sustainable infrastructure use and maintenance
- Protect the natural environment and waterfront
- Encourage fun and vibrant activities in the Community Park

These five principles guided the development of the short to long-term vision for the Community Park which was further informed by public consultation, site assessment and planning analysis.

The 61 recommendations in the Community Park Master Plan were presented in the form of an action plan, which proposed a series of recommended actions organized by each guiding principle along with a general cost and timeframe. These included recommendations on physical improvements to park infrastructure and facilities, programming, signage, maintenance, and transportation. The recommendations took into account the current constraints of staff and financial resources to ensure the actions are feasible for the City to implement, while also bringing together the creativity and passion of all those who cherish and use the park for a variety of uses.

The updated Community Park Master Plan conforms to the 2013 Parksville Official Community Plan and City of Parksville policies and bylaws. The Community Park Master Plan relates to the 2005 Parks and Open Space Master Plan, which is currently under review by the same VIU consulting team. It is anticipated the draft Parks, Trails and Open Spaces Master Plan will be presented to Council in January 2019.

The Community Park Master Plan Implementation Committee consisting of three members of Council (Councillors Beil, Burden and Powell) and staff from the Administrative and Operations departments met monthly since April 2018 and reviewed all recommendations from the 2017-2037 plan. A number of major projects need to occur first to inform the scope and timing of subsequent tasks. The first priorities identified by the committee include completion of a drainage master plan and a park wide transportation (vehicle traffic and pedestrian flow) plan. The drainage plan has been initiated and Engineering is currently finalizing the requests for proposal (RFP). Completion of the drainage plan is expected in 2019. The traffic and pedestrian circulation plan requires the development of terms of reference and advertising for the RFP. It is anticipated this plan can be prepared throughout 2019 and implementation of dependent tasks can commence in 2020.

This report contains details of certain action items, removes other tasks deemed not to be priority and expands the scope of some tasks identified in the plan. A complete listing of each short term action item with target timelines is provided in Attachment 1. Detailed project descriptions for each short term action item are provided as Attachment 2. Should Council approve the short term actions, Attachment 3 includes an amended short, medium and long term action item list for the implementation of the Community Park Master plan.

OPTIONS:

1. Approve the recommendations from the Community Park Master Plan Implementation Committee.
2. Provide alternate direction to staff.

ANALYSIS:

The Committee reviewed the tasks identified in the plan and considered existing capacity, budgetary elements and pre-requisites for the various projects. Where possible, budget estimates are provided. Attachment 4 includes a list of 2018 approved capital budget items for the Community Park.

The report reflects staff understanding of the discussions occurring at the committee meetings, however, Council representatives may wish to provide additional details verbally at the Council meeting.

FINANCIAL IMPACT:

Several items are already budgeted (outlined in Attachment 4), some will require spending packages in the appropriate year and others will need Council approval prior to the budget being developed.

REFERENCES:

Community Park Master Plan, November 2017
Plan Parksville, Official Community Plan, 2013
Parks and Open Space Master Plan, 2005

Other Attached References:

Attachment 1 – Short-term action items
Attachment 2 – Project descriptions
Attachment 3 – Amended short, medium and long-term action item list.
Attachment 4 – 2018 approved capital budget items for the Community Park

Respectfully submitted,

Original signed by K. Kehler

K. KEHLER, MPA
DIRECTOR OF ADMINISTRATIVE SERVICES

Original signed by D. Tardiff

D. TARDIFF
MANAGER OF COMMUNICATIONS

Original signed by W. Payne

W. PAYNE
PARKS FOREMAN

Original signed by J. Diggins

J DIGGINS
ENGINEERING TECHNOLOGIST

ACTING CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

Original signed by B. Russell for D Comis

D. COMIS

Attachment 1

Short-term Actions Items (Five Years)

INFRASTRUCTURE AND AMENITY ACTIONS	STATUS/COMMENTS	TARGET DATE
Repaint the labyrinth at Arbutus Point.	Completed	2018
Planting of native plants and grasses to stabilize the shoreline.	Completed and ongoing as part of annual maintenance	2018
Use recommendations from the traffic and parking study to consider adding designated five minute drop off/pickup areas near high traffic areas.	Traffic and pedestrian circulation plan is being developed by Engineering for scope, costing and request for proposals.	Spring 2020
Paint crosswalks at intersections and high-use pedestrian areas such as around existing food trucks.	To be included/considered in overall traffic and pedestrian plan for Community Park	Spring 2020
Delineate parking spaces in the gravel parking lot.	To be included/considered in overall traffic plan for Community Park	Spring 2020
Trial small play equipment boxes.	Remove from Community Park Master Plan. May be opportunities to partner with other agencies in context of City wide parks	Removed
Construct sidewalks along the outside edge of the oval road and connect existing dead end paths.	Accessibility considerations – will be included in overall traffic plan	Spring 2020
Renovate the tennis court.	Defer renovation until decision on pickleball requirements. Tennis courts resealed June 2018.	2022
Create a small section of accessible parking and loading area at the southern section of Beachfront Drive near the picnic shelter with a curb cut. Connect a path from parking to the picnic shelter.	Defer until drainage master plan is completed. To be included in overall traffic plan for Community Park.	Spring 2020
Pave parking lot extension at the sports field.	Pending drainage plan.	Spring 2020
Replace Kin Hut facility with clubhouse to include changing, washroom, storage and meeting facilities.	Confirmed as short term priority, project description provided.	Design 2019 Completion 2021
Community Park gathering space.	Moved from medium term to short-term, project description provided.	2021
Outdoor Theatre for the Performing Arts.	Parksville Beach Festival Society will lead the initiative to raise the capital costs. Project description provided.	2020-2021
Temporary art installations in Community Park.	Deferred to Art in Public Spaces Select Committee established by Council (Resolution 18-248).	2019

GENERAL PARK ACTIONS	STATUS/COMMENTS	TARGET DATE
Ensure all signage is consistent with the City signage standards and branding for the Community Park.	Interpretative and regulatory signs to meet City standards for Community Park and City-wide policy for signage.	2019
Ensure additional or replacement seating and park infrastructure is universally designed.	Develop a City-wide and park accessibility policy	2019
Resurface Lion's Ventureland Playground with rubberized material in sections over time.	Work is phased and ongoing with costs approved in budget	In progress and ongoing
Conduct regular shoreline monitoring to develop additional solutions to manage rising sea levels, continued erosion, and increasing severity of storm events.	Council approval to establish a schedule and budget for specific actions. May be a requirement of foreshore lease with Province of BC	In progress and ongoing
Encourage the use of native vegetation and plantings into landscaping nearest to shoreline, with non-native plantings in more formal areas of the park.	Included as part of ongoing annual maintenance.	Completed and ongoing
Provide more temporary signage and outreach/educational activities in park about the no dogs on beach during bird migration season and work with the province to provide greater enforcement between March and April.	Enhanced signage has been installed in the Community Park to educate about dogs on beach and effect on wildlife. More communication from BC Government on Parksville Qualicum Beach Wildlife Management Area is needed.	Completed and ongoing
Continue ongoing discussions with Parksville Beach Festival Society to the feasibility of expanding the sand sculpture competition.	Recommend expansion not be supported as short-term priority due to capacity/overcrowding in the park.	Move to long-term priority
Change the official name of the park.	Recommend this be a medium term priority	Move to medium term priority
Develop additional educational signage and develop tasteful signage/boards on which to post information about upcoming events in the park and a current tide chart.	This initiative will be satisfied with the new Parksville Downtown Business Association wayfinding kiosk and signage. Relevant information already provided on websites – City of Parksville, Parksville Qualicum Beach Tourism Association, What's On Digest and others.	2019
Phase out existing memorial plaque program.	Project description provided. Replace with a park project sponsorship/donations policy.	2019
Create a contextual link from the Community Park to Rath Trevor Beach Provincial Park.	Referred to the Parks, Trails and Open Spaces Master Plan and expected to be part of the Rath Trevor Greenway project.	Move to medium term priority

GENERAL PARK ACTIONS (cont'd)	STATUS/COMMENTS	TARGET DATE
Create an annual budget item for construction and repair of internal pedestrian paths and sidewalks in the Community Park.	To be included/considered in overall traffic plan for Community Park.	Spring 2020
Develop a user fee system to be associated with permits for renting spaces within the Community Park.	Will require extensive research and consultation. Regional implications were acknowledged. If Council wishes, this could be scoped out and reviewed in 2019/2020.	Move to medium term
Consider conducting traffic and parking assessment	To be included/considered in overall traffic and pedestrian circulation plan for Community Park.	Spring 2020
Create a drainage plan for the park.	Included in 2018 budget, request for proposals in progress (see project description).	RFP 2018 Completion 2019
Consider recycling stations at highest traffic areas around the park.	Special event policy will be amended to require event organizers to provide recycling stations.	Spring 2019
Form an advisory board to facilitate and coordinate major community events in the Community Park during the summer.	City could facilitate and encourage non-profit groups to coordinate major community events. Requires Council decision on roles and timeline	Moved to medium term
Create an annual park guide to be made available online and in hard copy which includes information about annual events, food trucks, restrictions, and amenities offered at the park.	At this time, community organizations and publications successfully publish or provide this information on an annual and/or regular basis.	Remove from plan
Additional bike racks to be added.	Planned installation in fall 2018.	2018 Move from medium to short term
Develop an accessible pedestrian entrance to the Community Park along Highway 19A	Project is funded and engineering department is working on design solutions, however, the slope poses technical barriers with respect to universal design	Medium term

**** Target date timelines may be subject to change.**

Attachment 2

Project Name: Community Park Drainage Plan

File No: 5330-20-CPDP

Related Projects:

- MT18: Redeveloped entrance off Corfield to accommodate bike lanes and bus movements, (*Community Park Master Plan (CPMP), Nov. 2017, Pg. 54*)
 - Medium term 10 year project, minor capital cost \$5,000 to \$14, 999
- MLT19: Develop accessible pedestrian entrance, (*CPMP, Nov. 2017, Pg. 54*),
 - Medium to long-term 10 - 20 year project, major capital cost >\$15,000
- ST23: Accessible parking at Beachfront Drive, (*CPMP, Nov. 2017, Pg. 55*),
 - Short-term 5year project, minor capital cost \$5,000 to \$14, 999
- MT25: Develop multi-use path between gravel parking lot, beach volleyball, and gathering space, (*CPMP, Nov. 2017, Pg. 55*)
 - Medium term 10 year project, minor capital cost \$5,000 to \$14, 999
- MT31: Develop accessible beach / water access, (*CPMP, Nov. 2017, Pg. 56*),
 - Medium-term 10 year project, minor capital cost \$5,000 to \$14, 999
- MT39: Upgrade Skateboard park, (*CPMP, Nov. 2017, Pg. 58*),
 - Medium term 10 year project, major capital cost >\$15,000
- LT40: Construct additional facilities, maintenance facilities, public washrooms and storage, (*CPMP, Nov. 2017, Pg. 59*)
 - Long-term 20 year project, major capital cost >\$15,000
- LT42: Add small permanent washroom facility at the end of Beachfront Drive, (*CPMP, Nov. 2017, Pg. 59*)
 - Long-term 20 year project, major capital cost >\$15,000
- ST46: Pave parking lot extension at sports field, (*CPMP, Nov. 2017, Pg. 60*),
 - Short-term 5 year project, minor capital cost \$5,000 to \$14, 999
- LT47: Pave a portion of large gravel parking lot nearest curling rink, (*CPMP, Nov. 2017, Pg. 60*),
 - Long-term 20 year project, major capital cost >\$15,000
- MT52: Ensure educational materials are available on innovative elements of drainage plan (bio-swales, reuse of grey water), (*CPMP, Nov. 2017, Pg. 60*),
 - Medium term 10 year project, minor capital cost \$5,000 to \$14, 999
- MT53: Use of permeable pavement when possible in new paving and trails not adjacent to the sandy areas of the park, (*CPMP, Nov. 2017, Pg. 60*),
 - Medium-term 10 year project, minor capital cost \$5,000 to \$14, 999

Start Date: 2017

Target Completion Date: December 31, 2019

Project Summary:

The project will result in an assessment of the current storm water drainage systems, identify storm water drainage deficiencies. The plan will go on to identify options to address any deficiencies to meet current and future needs of the community park based on the uses projected in the Parksville, Community Park Master Plan. The plan will also provide a phased capitol plan for the short (5 year), medium (10 year) and long (20 year) term ranges addressing any deficiencies and further supporting the initiatives of the Parksville Community Park Master Plan of the current overall drainage plan for the community park to

guide the installation of new infrastructure and amenities, maintenance and upgrades to existing facilities and protect long term sustainability for park assets. Low impact storm-water management and green infrastructure tools will be explored and utilized where they are physically and economically advantageous to the long term sustainability and resiliency of the park.

Key Objectives:

Provide a storm water management plan for the Community Park that alleviates flooding and infrastructure damages encountered during long duration or high intensity rainfall events. To improve the overall resilience of the Community Park to future climate and weather trends. To provide foundational information linking drainage solutions and financial requirements to the objectives of the Community Park Master Plan.

Deliverables:

- Staff report(s) to Council
- Community Park Drainage Plan, including cost estimates (Summer 2019)
- Implementation plan and five-year budget (December 2020)

Project Lead:

Manager of Infrastructure

Resources:

Development Engineer/Engineering Tech II/Manager of Operations

Linkages:

Implementation of short and medium-term projects
Community Park traffic and pedestrian circulation plan
Cistern design and installation
Facilities upgrades/expansion
Tennis court upgrades

Budget: \$30,000

Project Name: Community Park Traffic and Pedestrian Circulation Plan

File No: 5330-20-TPCP

Related Projects:

- Community Park Drainage Plan
- ST3: 5 minute drop off/Pick up areas adjacent to high use areas
- ST4: Paint additional crosswalks in strategic high pedestrian areas
- ST5: Delineate parking within gravel parking lot behind curling rink
- ST7: Construct sidewalk connections
- ST9: Create a small section of accessible parking and loading area adjacent to picnic shelter road
- MT2: Create bump outs on the waterfront walkway
- MT9: Construct multi-use path from gravel lot behind curling rink to proposed gathering space near spray park and playground
- MT10: work with RDN Transit and provide transit within/to the community park
- MT12: construct an accessible pedestrian entrance from Highway 19a into the park
- LT2/LT5: Construct a permanent one way road connecting Arbutus Point to the main entrance into the Community Park, convert the road network through the Community Park into a one way route and introduce designated bike lanes.

Start Date: 2019

Target Completion Date: December 31, 2019

Project Summary:

This project will evaluate pedestrian and vehicular traffic flow within the community park. Referencing the recommendations within the Community Park Master Plan it will propose network improvements for pedestrians and vehicular traffic including but not limiting to opportunities for providing transit, parking and loading facilities, pedestrian network connections and accessibility, road network modifications or additions and options for a reconfigured main driveway entrance.

Key Objectives:

- Improve vehicular traffic movement throughout the park
- Improve pedestrian movement throughout the park
- Improve pedestrian accessibility
- Improve parking and loading facilities
- Provide options for a reconfigured main entrance into the park

Deliverables:

- Staff report(s) to Council
- Community Park Traffic and Pedestrian Circulation Plan, including cost estimates (Summer 2019)
- Implementation plan and five-year budget (December 2020)

Project Lead:

Manager of Infrastructure

Resources:

Engineering Tech II /Manager of Operations/Parks Foreman

Linkages:

Implementation of short and medium-term projects
Park infrastructure upgrades/expansion

Budget: \$25,000

Project Name: Community Park Gathering Space

File No: 5530-20-GATH

Related Projects:

- O-30: Ensure additional or replacement seating and park infrastructure is universally designed, (CPMP, Nov. 2017, Pg. 56)
- ST23: Accessible parking at Beachfront Drive, (CPMP, Nov. 2017, Pg. 55),
 - Short term 5year project, minor Capital cost \$5,000 to \$14, 999
- ST45: Traffic and Parking Study (CPMP, Nov. 2017, Pg. 61)
- ST55: Consider recycling stations at highest traffic areas...gathering space, (CPMP, Nov. 2017, Pg. 63)
- MT09: Evaluate demand of existing food trucks. (CPMP, Nov. 2017, Pg. 52)
- MT10: Establish a semi-permanent coffee stand at the gathering space. (CPMP, Nov. 2017, Pg. 52)
- MT14: Develop temporary art installations or galleries program. (CPMP, Nov. 2017, Pg. 52)
- MT15: Develop busking policy. (CPMP, Nov. 2017, Pg. 52)
- MT25: Develop multi-use path between gravel parking lot, beach volleyball and gathering space, (CPMP, Nov. 2017, Pg. 55),
 - Medium term 10 year project, minor Capital cost \$5,000 to \$14, 999
- MT33: Consider additional lighting options to illuminate the waterfront walkway after dark, (CPMP, Nov. 2017, Pg. 56)
- MT41: Develop user fee system for renting spaces...gathering space..., (CPMP, Nov. 2017, Pg. 59)
- MT43: Upgrade existing washroom facilities near the gathering space, (CPMP, Nov. 2017, Pg. 59)
 - Medium term 10 year project, capital cost > \$500,000
- MT53: Use of permeable pavement when possible in new paving and trails not adjacent to the sandy areas of the park, (CPMP, Nov. 2017, Pg. 63),

Start Date: 2021

Target Completion Date: December 31, 2021

Project Summary:

The project will result in a formalized hardscaped gathering space adjacent to the beach washroom and Beach Festival sites. The gathering space will provide a hub for the playground, splash park, gym, washroom and Beach Festival sites. There will be opportunities for informal gatherings, a meeting space, dining area, public art and resting spaces. The gathering space will follow other plan recommendations looking at access, universal design, permeable pavers and connecting spaces. The permeable pavers will change the area from a high use/high maintenance area to a high use/lower maintenance area.

Key Objectives:

Reduce maintenance on a high traffic grass area. It will improve the flow of foot traffic around the washroom and Beach Festival sites. It will lower congestion around the Beach Festival entrance and allow adjacent grass areas to experience less foot traffic and parking. The gathering space will be a multi-use multi-function area that can be used on high capacity days to offer additional performance space, shaded seating area, food truck venue and staging area for events.

Deliverables:

- Staff report to Council
- New feature area for the Community Park

Project Lead:

Manager of Infrastructure

Resources:

Development Engineer/Engineering Tech II/Manager of Operations/Parks Foreman

Linkages:

Implementation of short and medium term projects;
Community Park traffic and pedestrian circulation plan
Facilities upgrades/expansion

Budget: \$600,000

Project Name: Kin Hut Replacement

File No: 5330-20-KINHUT

Related Projects:

- Community Park Drainage Plan
- LT40: Construct additional facilities, maintenance facilities, public washrooms and storage, (*CPMP, Nov. 2017, Pg. 59*),
 - Long term 20 year project, major capital cost, \$15,000
- ST46: Pave parking lot extension at sports field, (*CPMP, Nov. 2017, Pg. 60*),
 - Short term 5year project, minor capital cost, \$5,000 to \$14, 999
- MT53: Use of permeable pavement when possible in new paving and trails not adjacent to the sandy areas of the park, (*CPMP, Nov. 2017, Pg. 60*),
 - Medium term 10 year project, minor capital cost, \$5,000 to \$14,999

Start Date: 2019

Target Completion Date: December 31, 2021

Project Summary:

This project will replace the aging Kin Hut washroom facility adjacent to the lacrosse box and soccer fields. The scope of the project will be provide new inclusive washrooms, expanded storage facilities for user groups, as well as a meeting room/gathering space.

Key Objectives:

- Update the washroom facilities to reflect current facility standards and needs
- Improve accessibility to the facility
- Expand storage facilities for the community park user groups
- Provide a community club house/meeting space

Deliverables:

- Staff report(s) to Council
- Kin Hut replacement plans, including cost estimates (fall/winter 2019)
- Project tendering/construction (spring 2020)

Project Lead:

Manager of Infrastructure

Resources:

Engineering Tech II/Manager of Operations/Parks Foreman

Linkages:

Implementation of short and medium term projects
Facilities upgrades/expansion

Budget: \$420,000

Project Name: Memorial Bench and Tree Program

File No: N/A

Related Projects:

- ST07: Phase out the existing memorial plaque program, while ensuring current memorials are left for the remainder of their term. Replace the memorial program with a park project sponsorship/donations policy. (CPMP, Nov. 2017, Pg. 51)
- O-30: Ensure additional or replacement seating and park infrastructure is universally designed, (CPMP, Nov. 2017, Pg. 56)

Start Date: 2019

Target Completion Date: December 31, 2019

Project Summary:

The memorial bench/tree program takes a considerable amount of time for staff to manage. Some correspondence with dedicators runs upwards of 45 emails and or multiple phone calls and meetings. The dedication cost is significantly lower than the cost of the infrastructure; staff time is not considered in the price. Dedicators are hard to track down at the end of their term. Additional hours of staff time are spent managing the dedications over the course of the term and around expiry dates. Dedicators have an expectation of higher maintenance especially in the off season. As dedications approach 100 benches in the Community Park plus many trees, dedications are on almost every bench and tree in the Community Park. The dedicators can be very emotionally connected to the dedication and it can be difficult for staff to navigate through a grieving process while trying to deliver park infrastructure.

Key Objectives:

Reduce staff time spent on installing bench and tree dedications. Phase out the dedications as they expire. Replace program with a park project sponsorship/donations policy.

Deliverables:

- Staff report to Council
- Park Project Sponsorship/Donations Policy

Project Lead:

Manager of Operations

Resources:

Director of Administration/Parks Foreman

Linkages:

Implementation of short and medium term projects
Facilities upgrades/expansion

Budget: \$0

Project Name: Outdoor Theatre for the Performing Arts

File No: N/A

Related Projects:

Drainage master plan
Vehicle traffic and pedestrian plan
Paving of gravel parking lot

Start Date:

Summer 2018 – During the five weeks of Parksville Beach Festival, the Parksville Beach Festival Society conducted public engagement informing residents and visitors of this project, their intention to raise the required capital funds from the community and also made available a petition with this wording:

“We, the undersigned residents of Parksville, hereby request Parksville City Council establish the construction of an Outdoor Theatre for the Performing Arts as a short term priority in the Parkville Community Park Masterplan.”

Fall 2018 – if approved as a short-term priority by Council, Parksville Beach Festival Society volunteers will prepare to launch a campaign to raise capital funds for the outdoor theatre. The fundraising goal for this significant capital project will be about \$750,000 and the Parksville Beach Festival Society is hopeful they will be able to raise the capital funds during 2019 and 2020.

Target Completion Date: 2020/2021

Project Summary:

The Parksville Beach Festival Society is leading an initiative to construct and fund the capital costs of an outdoor theatre for the performing arts in the Community Park. The design of the stage will accommodate a wide range of users from small musical groups to symphony orchestras as well as dance troupes, stage plays, musical theatre, movies in the park, etc. The theatre will be accessible and include two dressing rooms with washrooms for performers.

When construction of the outdoor theatre is completed, the Parksville Beach Festival Society has committed to gifting the community asset to the City of Parksville.

Key Objectives:

City of Parksville staff will continue to work closely with the Parksville Beach Festival Society volunteers to ensure the project meets City standards.

The Parksville Beach Festival Society is encouraged to continue with the planning and capital fundraising efforts and to report on a regular basic to Council on their progress.

Deliverables:

- The Parksville Beach Festival Society will present the results of the public engagement to Council on September 17, 2018, and will ask Council to approve the construction of an outdoor theatre as a short-term priority in the Community Park Master Plan.
- Staff reports to Council.

Project Lead:

Director of Engineering and Operations

Resources:

The Parksville Beach Festival Society presented the Outdoor Theatre for Performing Arts information to the Community Park Master Plan implementation committee on July 10, 2018.

Linkages:

Community Park traffic and pedestrian circulation plan

Budget: \$ TBD

Detailed costing will be required to determine expenditures and capital planning required of the City to provide servicing prior to construction of the outdoor theatre.

Project Name: Community Park Policies

File No: 0340-2019

Related Projects:

Parks, Trails and Open Spaces Master Plan planning process

Start Date: January 2019

Completion Date: December 2019

Project Summary:

Several short term tasks identified in the Community Park Master Plan require accompanying policy to guide implementation. The following policies need to be developed or amended and approved by Council:

1. Special Events Policy amendments
2. Signage policy (new) – may be expanded to a City-wide signage policy with Community Park elements
3. Community Park Accessibility Policy (new)
4. Community Memorial Policy (new) – may be expanded to a City-wide memorial policy;
5. Busking Policy (new).

Key Objectives:

To develop policy guidance for the implementation of short term tasks identified in the Community Park Master Plan.

Deliverables:

- Staff report(s) to Council
- New/ amended policies with provisions to guide processes, steps and design elements for several short term tasks
- Amended procedures to support implementation
- Potentially amended or new bylaws to support implementation of policy objectives (e.g. Business licence bylaw amendment for busking).

Project Lead:

Director of Administrative Services

Staff Resources:

Senior staff/Manager of Planning and Development/Manger of Operations/Manager of Infrastructure/Administrative support/ Licence Inspector

Linkages:

Art in Public Spaces Committee

Budget:

For the most part policy development is covered by existing department staffing resources; however, certain aspects may inform capital planning such as the addition of accessible features like parking, ramps or seating in the park.

Project Name: Recycle Stations

File No: N/A

Related Projects:

- MT09: Evaluate demand of existing food trucks and schedule additional trucks for peak times, (*CPMP, Nov. 2017, Pg. 52*).
- MT10: Establish a semi-permanent coffee stand at the gathering space, (*CPMP, Nov. 2017, Pg. 52*)
- MT11: Develop interactive seating and small second gathering space at Arbutus Point, (*CPMP, Nov. 2017, Pg. 52*).
- MT12: Develop a public gathering space...recycling facilities..., (*CPMP, Nov. 2017, Pg. 52*)
- O 30: Ensure additional or replacement seating and park infrastructure is universally designed, (*CPMP, Nov. 2017, Pg. 56*).
- ST55: Consider recycling stations at highest traffic areas... will require public education and awareness as well as a maintenance plan, (*CPMP, Nov. 2017, Pg. 63*).

Start Date: 2017

Target Completion Date: December 31, 2019

Project Summary:

Recycle stations were piloted in 2012/2013 with several of them installed in the Community Park around the playground and concession area. An arrangement was made with the Lions Club for them to empty the recycle bins and use the money to go towards the Lions Ventureland Playground. The Lions managed the recycle program for a few months but eventually gave up the responsibility because of sharps, diapers and other harmful objects that were routinely being dumped into the cans. In addition to the hazards, staff found sorting the recycling to be time intensive so the recycle cans were removed and auctioned off. Recycle baskets were placed on many existing garbage cans and on all new garbage can installations. The baskets are routinely emptied by the public. It is thought that the funds are available for those who need it and there is no cost to the City to manage the program. The baskets overflow during special events. It is recommended event bookings should take steps to provide recycling opportunities for their attendees. The events policy should be amended to require a recycling plan for the event.

Key Objectives:

Increase recycling opportunities without causing impact on staff resources.

Deliverables:

- Staff report to Council
- Amended policy
- Increased recycling

Project Lead:

Manager of Operations

Resources:

Director of Administration/Parks Foreman

Linkages:

Official Community Plan – Municipal Infrastructure Goals and Objectives

Budget: \$000

Project Name: Tennis Courts

File No: N/A

Related Projects:

- ST37: Renovate the tennis court, (*CPMP, Nov. 2017, Pg. 52*)
- Goal: Work with pickleball groups to develop a pickleball specific sports facility outside of the Community Park, potentially in multiple locations. (*CPMP, Nov. 2017, Pg. 58*) – Deferred to the Parks, Trails and Open Spaces Master Plan 2018/2019.

Start Date: 2022

Target Completion Date: December 31, 2022

Project Summary:

The Community Park tennis courts have undergone significant maintenance over the past ten years. Large elm trees on the western side of the courts were causing issues with the surface; heaving it in some areas and leaving cracks in others. The cracks were repaired with a fiberglass tape approximately seven years ago. In 2017, the elm trees caused further cracks and heaving. The drainage system around the courts had failed because of the roots. A budget was provided by Council to repair the drainage system. The roots of the elms were significantly impacted by the drainage renovation. The elm trees were removed as a result. In late 2017m the courts were inspected by SCM Risk Management Services on behalf of the Municipal Insurance Association. Minor repairs and new signage were completed in 2018 making the courts safe for play. There are currently ten pickleball courts painted over top of the two tennis courts. Once the new pickleball facility is in place it is thought the courts should be looked at for a renovation which may include new asphalt, fencing and resurfacing.

Key Objectives:

Improve the playability of the tennis courts by improving the surface and the fencing. Reduce the complexity of the current line system on the courts limiting the courts to two tennis courts overlaid with two pickleball courts. Provide a facility that people can use on a drop in basis whether that is pickleball or tennis.

Deliverables:

- Staff report to Council
- Improved racquet court facility

Project Lead:

Manager of Infrastructure

Resources:

Manager of Operations/Parks Foreman

Linkages:

Official Community Plan – Municipal Infrastructure Goals and Objectives

Budget: \$100,000

Attachment 3

7.1.1 Short Term Actions (5 Years)

Note: numbers below are referenced on the map on the previous page, while the bulleted list is additional items not specifically referenced on the map.

INFRASTRUCTURE AND AMENITY ACTIONS

1. Repaint the labyrinth at Arbutus Point.
2. Planting of native plants and grasses to stabilize the shoreline.
3. Use recommendations from the Traffic and Parking Study to consider adding designated five minute drop off/pickup areas near high traffic areas.
4. Paint crosswalks at intersections and high use pedestrian areas such as around existing food trucks.
5. Delineate parking spaces in the gravel parking lot.
6. Develop a public gathering and eating space with moveable tables, chairs, umbrellas features, landscaping, garbage and recycling facilities near existing washroom structure. Include partially hardscaped area with capacity to host multiple food trucks at one time. Develop an area within the gathering space to facilitate live music, theatre, and to display art.
7. Expand the use of the gazebo as a year round performance space with the development of seating facing the water.
8. Construct sidewalks along the outside edge of the oval road and connect existing dead end paths.
9. Renovate the tennis court.
10. Create a small section of accessible parking and loading area at the southern section of Beachfront Drive near the picnic shelter with a curb cut, connect a path from parking to the picnic shelter.
11. Pave parking lot extension at the sports field.
12. Redevelop the Community Park main entrance off Corfield Street North.
13. Work with RDN Transit to incorporate a transit stop in the Community Park once improvements have been made to the main entrance.
14. Replace Kin Hut facility with clubhouse to include changing, washroom, storage, and meeting facilities.

15. Parksville Beach Festival Society to lead initiative to raise capital costs for Outdoor Theatre for the Performing Arts.

GENERAL PARK ACTIONS

- Ensure all signage is consistent with the city signage standards and branding for the Community Park.
- Ensure additional or replacement seating and park infrastructure is universally designed.
- Add bike racks to the park.
- Resurface Ventureland playground with rubberized material in sections over time.
- Conduct regular shoreline monitoring to develop additional solutions to manage rising sea levels, continued erosion, and increasing severity of storm events.
- Encourage the use of native vegetation and plantings into landscaping nearest to shoreline, with non-native plantings in more formal areas of the park.
- Provide more temporary signage and outreach/educational activities in park about the no dogs on beach during bird migration season and work with the province to provide greater enforcement between March and April.
- Develop a busking policy for the park.
- Minimize signage in the park. Use QR codes on existing signs to link to relevant websites. Avoid over signing and digital boards.
- Phase out existing memorial plaque program.
- Create a contextual link from the Community Park to Rath Trevor Beach Provincial Park.
- Create an annual budget item for construction and repair of internal pedestrian paths and sidewalks in the Community Park.
- Develop a user fee system to be associated with permits for renting spaces within the Community Park.
- Consider conducting traffic and parking assessment.

Attachment 3

- Create a drainage plan for the park.
- Implement drainage plan
- Consider recycling stations managed by large special event applicants
-

7.1.2 Medium Term Actions (10 Years)

Note: numbers below are referenced on the map on the previous page, while the bulleted list is additional items not specifically referenced on the map.

INFRASTRUCTURE AND AMENITY ACTIONS

1. Develop interactive seating features and small second gathering space at Arbutus Point.
2. Add a small permanent washroom facility at the end of Beachfront Drive.
3. Construct additional facilities near picnic shelter area to include parks maintenance, public washrooms, and storage.
4. Develop accessible beach/water access for mobility challenged.
5. Install bump-outs on the boardwalk.
6. .
7. Establish a semi-permanent coffee stand at the gathering space.
8. Display a Community Park wayfinding map in the proposed gathering space to provide information on connectivity and directions, install smaller maps at each end of the waterfront walkway.
9. Upgrade the skateboard park.
10. Construct a multi-use path from the current gravel parking lot along the beach volleyball area to the gathering space.
11. Develop an accessible pedestrian entrance to the Community Park along Highway 19A.

GENERAL PARK ACTIONS

- Ensure all signage is consistent with the city signage standards and branding for the Community Park
- Ensure additional or replacement seating and park infrastructure is universally designed.

- Resurface Ventureland playground with rubberized material in sections over time.
- Conduct regular shoreline monitoring to develop additional solutions to manage rising sea levels, continued erosion, and increasing severity of storm events.
- Encourage the use of native vegetation and plantings into landscaping nearest to shoreline, with non-native plantings in more formal areas of the park.
- Provide more temporary signage and outreach/educational activities in park about the no dogs on beach during bird migration season and work with the province to provide greater enforcement between March and April.
- Evaluate demand of existing food trucks and schedule additional trucks at peak times.
- Change the official name of the park.
- Develop temporary art installations or galleries program to feature local artists.
- Consider additional lighting options to illuminate the waterfront walkway after dark.
- Ensure educational materials are available in innovative elements of the drainage plan.
- Use of permeable pavement when possible in new paving and trails not adjacent to the sandy areas of the park.
- Form an advisory board to facilitate and coordinate major community events in the Community Park during the summer.
- Implement drainage plan.

7.1.3 Long Term Actions (20 Years)

Note: numbers below are referenced on the map on the previous page, while the bulleted list is additional items not specifically referenced on the map.

INFRASTRUCTURE AND AMENITY ACTIONS

1. Construct a permanent one-way road connecting the northernmost end of Beachfront Drive through the existing gravel parking lot to the eastern exit beside the curling rink.
2. Upgrade existing washroom facilities near the gathering space.
3. Pave a portion of the large gravel lot nearest to the curling rink. Re-evaluate the need for overflow lot in 2037.
4. Make the oval road in the park one-way and add a bike lane that continues along Beachfront Drive.

GENERAL PARK ACTIONS

- Ensure all signage is consistent with the city signage standards and branding for the Community Park.
- Ensure additional or replacement seating and park infrastructure is universally designed.
- Resurface Ventureland playground with rubberized material in sections over time.
- Conduct regular shoreline monitoring to develop additional solutions to manage

- rising sea levels, continued erosion, and increasing severity of storm events.
- Encourage the use of native vegetation and plantings into landscaping nearest to shoreline, with non-native plantings in more formal areas of the park.
- Provide more temporary signage and outreach/educational activities in park about the no dogs on beach during bird migration season and work with the province to provide greater enforcement between March and April.
- Continue ongoing discussions with Parksville Beach Festival Society to the feasibility of expanding the sand sculpture competition.
- Participate as a stakeholder in RDN consultations with curling club members and the wider public on the potential of constructing a purpose-built curling facility (with the potential for other uses) outside the Community Park.
- Engage the community in consultation about the repurposing of the curling rink lands.
- Implement a drainage plan.

8. References

British Columbia Ministry of Forests (1999). *The ecology of the coastal douglas-fir zone*. From <https://www.for.gov.bc.ca/hfd/pubs/docs/Bro/bro30.pdf>

City of Parksville (1974). *3.1 Community Park – Horses*. Revised 1976.

City of Parksville (1979). *Policy 3.10 Community Park – Buildings*.

City of Parksville (1994). *3.17 Towing of Vehicles in the Community Park*. Revised 1998.

City of Parksville (1994). *Policy 3.18 Food Concessions in the Community Park*. Revised 2009.

City of Parksville (2008). *3.28 Community Event Sign Advertising Policy*.

City of Parksville (2016). *Policy 3.34 Community Park - Commercial Recreational Use*.

City of Parksville. (2006). *Community Park Master Plan*. Prepared by Lanarc Consultants.

Attachment 4: 2018 Approved Capital and Minor Capital Budget Items for the Community Park

Project	Budget		Notes
Food truck plaza	\$15,000	2017/18	underway
Tennis court fence	\$15,000	2017	Deferred in 2017 to accommodate pickleball planning - will be presented as part of the tennis court renovation
Cistern/drainage study	\$30,000	2017	carried over
Rath Trevor Trail	\$863,600	2017	
Rath Trevor Trail	\$1,000,000	2018	
Playground lighting	\$15,000	2018	
Replace playground equipment:	\$25,000	2018	Annual
Trail development	\$25,000	2018	Annual
Playground surfacing	\$95,000	2018-2028	Annual
19A accessible walkway	\$250,000	2020	
Equipment storage building design	\$37,500	2020	
Equipment storage building	\$150,000	2021	
Community Park Master Plan review	\$50,000	2021, 2026, 2031	Every five years
Clubhouse/washrooms	\$500,000	2021	
Replace light standards planning	\$37,500	2021	
Tennis court drainage plan	\$6,250	2021	Pending budget deliberation
Replace light standards	\$150,000	2022	
Tennis court drainage	\$25,000	2022	
Arbutus Point kiosk/plaza	\$250,000	2022	
Beach Festival expansion	\$300,000	2023	
Resurface tennis courts	\$12,500	2024, 2032	Every eight years
Cistern	\$250,000	2024	
Splash park cistern design	\$15,000	2024	
Splash park cistern	\$100,000	2025	