

Appendix A – Detailed Project Phases and Milestones

Site Selection Detailed Steps
1. Establish Objectives and Criteria • Define the purpose and goals of the dog park (e.g., off-leash recreation, socialization, exercise, community engagement). • Identify key criteria for the site, such as: ◦ Minimum size requirements (e.g., typically 0.5–2 acres) ◦ Accessibility for all residents (proximity to neighborhoods, transit, and parking) ◦ Compliance with zoning, land-use bylaws, and environmental regulations ◦ Availability of utilities (water for dogs and maintenance, lighting if needed) ◦ Potential for safe fencing and drainage ◦ Community impacts (e.g. safety, noise, traffic)
2. Conduct a Preliminary Site Inventory • Compile a list of CRD Parkland or potential parcels (including partnerships with CRD Regional Parks, SD64, or private land) • Review zoning, land tenure, and any restrictions (easements, covenants, future development plans) • Eliminate obviously unsuitable sites (e.g., contaminated lands, environmentally sensitive areas, concentrated archeological sites)
3. Evaluate Sites Against Criteria • Use a scoring matrix to rank sites based on their ability to meet purpose and goals of park such as: ◦ Size and shape of the parcel ◦ Safety (distance from roads, compatibility with adjacent uses) ◦ Environmental impact (wildlife habitat, wetlands, tree protection) ◦ Infrastructure needs (grading, water access, parking) ◦ Potential for noise, odor, or traffic conflicts • Engage relevant agencies (First Nations, Island Trust, ALC, MOTT)
4. Community and Stakeholder Engagement • Notify residents early and hold public meetings, open houses, or surveys to gather input on location and design priorities • Engage key stakeholders and First Nations: ◦ Nearby residents and property owners ◦ Dog owners and animal welfare groups ◦ Environmental and accessibility advocates • Address concerns about noise, safety, wildlife disturbance, or parking
5. Detailed Site Analysis of Preferred Locations • Conduct environmental and technical studies: ◦ Environmental impact assessment (if required) ◦ Geotechnical review (soil stability, drainage) ◦ Noise and traffic impact analysis ◦ Archaeological review • Assess cost of development and ongoing maintenance

6. Select and Approve Final Site

- Prepare a staff report summarizing findings, engagement results, and a recommended site
- Present to LCC for review and formal approval
 - Include budget, timeline and initial design expectations to ensure alignment
- Ensure the selection aligns with the Official Community Plan, Parks Strategic Plan, Parks Master Plan, or other guiding documents

7. Conceptual Design and Budgeting

- Develop a preliminary site plan including:
 - Fencing and double-gated entry
 - Separate areas for small and large dogs
 - Water stations, waste bins, shade structures, seating, and signage
- Prepare a detailed cost estimate for construction and long-term maintenance

8. Implementation and Monitoring

- Secure funding and issue RFPs or tenders for design and construction.
- Build the park with input from the community
- Establish operational policies (hours of use, maintenance schedule, rules of conduct)
- Monitor usage and impacts post-opening, adjusting rules or infrastructure as needed