



C.V.R.D.

**NOTICE OF
PARKS COMMITTEE MEETING**

**Wednesday
March 13, 2013
Regional District Board Room
175 Ingram Street, Duncan, BC**

3:00 p.m.

A G E N D A

		<u>Pages</u>
3:00 p.m.	<u>START OF MEETING</u>	
1.	<u>APPROVAL OF AGENDA</u>	1 – 2
2.	<u>ADOPTION OF MINUTES</u>	
	M1 Minutes of Parks Committee Meeting of November 14, 2012	3 – 4
3.	<u>BUSINESS ARISING FROM MINUTES</u>	
4.	<u>DELEGATIONS</u>	
5.	<u>REPORTS</u>	
	R1 Brian Farquhar, Parks & Trails Manager, regarding Proposed 2013 Regional Parks and Trails Work Program	5 – 6
	R2 Dan Brown, Parks & Trails Planning Technician, regarding Cowichan Valley Trail Completion Initiative – Feasibility Studies Update	7 – 9
	R3 Dan Brown, Parks & Trails Planning Technician, regarding Cobble Hill Classic XC Mountain Bike Race Special Event Application	10 – 11
	R4 Tanya Soroka, Parks Parks & Trails Planner, regarding Lot 1 Riverbottom Road – Addition to Sandy Pool Regional Park	12 – 14
	R5 Brian Farquhar, Parks & Trails Manager, regarding Somenos Marsh Steering Committee	15
	R6 Brian Farquhar, Parks & Trails Manager, regarding Special Parks District Forum 2013	16
6.	<u>CORRESPONDENCE</u>	
7.	<u>INFORMATION</u>	

8. **NEW BUSINESS**9. **PUBLIC/PRESS QUESTIONS**10. **CLOSED SESSION**

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90(1), Subsections as noted in accordance with each agenda item.

CSM1	Closed Session Minutes of November 14, 2012	17
CSD1	Land Acquisition – Subsection 90 (1) (e)	18
CSR1	Land Acquisition – Subsection 90 (1) (e)	<i>To be distributed</i>

12 **ADJOURNMENT**

NOTE: A copy of the full agenda package is available at the CVRD website www.cvrld.bc.ca

Director M. Dorey, Chair
 Director L. Duncan, Vice Chair
 Director P. Weaver

Director B. Lines
 Director M. Marcotte
 Director L. Iannidinardo

Director J. Lefebure

Minutes of the Parks Committee Meeting held on Wednesday, November 14, 2012, at 3:30 p.m. in the Regional District Board Room, 175 Ingram Street, Duncan, BC

PRESENT

Director M. Dorey, Chair
 Director L. Duncan
 Director I. Morrison
 Director J. Krug
 Director M. Walker
 Director J. Lefebure
 Director B. Fraser
 Director R. Hartmann

ALSO PRESENT

Director P. Weaver
 Director R. Hutchins
 Warren Jones, Corporate Administrative Officer
 Ron Austen, General Manager, Parks, Recreation & Culture Department
 Brian Farquhar, Manager, Parks & Trails Division
 Laura Gale, Recording Secretary

APPROVAL OF AGENDA

The Chair noted changes to the agenda, which included one item of New Business

It was Moved and Seconded

That the agenda, be amended with the addition of the following item of New Business:

NB1 Stoney Hill Road

and that the agenda, as amended, be approved.

MOTION CARRIED

M1 - MINUTES

It was Moved and Seconded

That the Minutes of the Parks Committee Meeting of September 12, 2012, be adopted.

MOTION CARRIED

BUSINESS ARISING

There was no business arising.

STAFF REPORTS

**R1 – Cobble Hill
 Mountain Regional
 Recreation Area
 Update**

Report dated November 7, 2012, from Dan Brown, Trails Planning Technician, regarding Cobble Hill Mountain Regional Recreation Area Update.

Discussion ensued regarding this report.

It was Moved and Seconded

That this report be received and filed.

MOTION CARRIED

**R2 – Cowichan Valley
Trail Completion
Initiative**

Report dated November 8, 2012, from Dan Brown, Trails Planning Technician, regarding Cowichan Valley Trail Completion Initiative

It was Moved and Seconded

That priority be given to completion of sections of the Cowichan Valley Trail between Hwy 18 and the Cowichan Exhibition Grounds and between Chemainus to Saltair/Town of Ladysmith along with ongoing joint effort with the Capital Regional District to complete the connection over the Malahat; and furthermore, that the Regional District work with Halalt First Nation to identify potential sources of funding to complete the section of the Cowichan Valley Trail in the vicinity of their reserve lands.

MOTION CARRIED

**R3 – Cowichan Valley
Trail – Detailed Design
Studies**

Report dated November 14, 2012, from Dan Brown, Trails Planning Technician, regarding Cowichan Valley Trail – Detailed Design Studies – TO BE DISTRIBUTED

It was Moved and Seconded

That the Capital Regional District (CRD) be requested to provide \$3,500 from the Trans Canada Trail Relocation Fund as matching funds for the Shawnigan Creek Bridge Design portion of the \$71,500 Trans Canada Trail Engineering and Feasibility Grant received, and that remaining funds necessary to match the grant be derived from the Regional Parks (280) Operating Budgets in 2012/13 and the previously approved Federal Gas Tax funding for the Cowichan Valley Trail project.

MOTION CARRIED

INFORMATION

No information received.

NEW BUSINESS

No new business.

**NB1 – Stoney Hill
Road**

Verbal Report from Brian Farquhar on the Stoney Hill Road matter in North Cowichan.

CLOSED SESSION

It was Moved and Seconded

That the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(e), Subsections as noted in accordance with each agenda item.

MOTION CARRIED

The Committee moved into closed session at 4:40 p.m.

RISE

It was Moved and Seconded


That the Committee rose without report.

MOTION CARRIED

ADJOURNMENT

The meeting adjourned at 5:22 p.m.

Chair



Recording Secretary



STAFF REPORT

PARKS COMMITTEE MEETING OF WEDNESDAY, MARCH 13, 2013

DATE: March 6, 2013 FILE NO:

FROM: Brian Farquhar, Manager, Parks & Trails Division
Parks, Recreation & Culture Department BYLAW No:

SUBJECT: Proposed 2013 Regional Parks and Trails Work Program

Recommendation/Action:

That the Committee endorse the 2013 Regional Parks and Trails work program as presented.

Relation to the Corporate Strategic Plan:

An Efficient, High Performance, Innovative Organization: Increase accountability with regular performance reporting to the Board.

Financial Impact: *(Reviewed by Finance Division: N/A)*

Background:

For 2013 the following priorities are identified to guide the work program of the Parks and Trails Division on Regional Parks and Trails matters, based on prior directions of the Committee, the proposed 2013 regional parks and trails functional budgets, and arising initiatives for consideration by the Committee.

Regional Parks and Trails Planning Initiatives

- Cobble Hill Regional Recreation Area Management Plan Update
- Interim Park Management Plans for Heart/Stocking Lake Regional Park Lands
- Interim Park Management Plan for the Sansum Point property (part of the Stoney Hill Regional Park initiative)
- Trans Canada Trail Connection – Capital Regional District
- Cowichan Valley Trail – Feasibility and Engineering Design Studies
- Historic Kinsol Trestle Interpretive Site

Regional Parks and Trails Proposed Major and Minor Capital Work

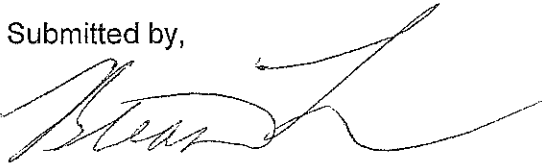
- Cowichan Valley Trail Construction – Chemainus Rail with Trail 1 km Section
- Cowichan Valley Trail Bridge Assessment/Replacement
- Cobble Hill Mountain Regional Recreation Area Trail Upgrades/Rerouting
- Kinsol Trestle Parking Lot Landscaping and Interpretive Signage

Regional Parks and Trails Key Operations and Maintenance Priorities

- Annual Kinsol Trestle Bridge Engineering Structural Assessment Inspection
- McGee Creek Trestle Trail Crossing Engineering Structural Assessment Inspection
- Invasive Species Coordinated Management – Giant Hogweed CVT Corridor
- CVRD/MOTI/BC Parks CVT Trails Maintenance
- Regulatory/Directional Signage Review CVT and Cobble Hill Mountain
- Volunteer Trail Building/Maintenance Scheduled Events at Cobble Hill Mountain
- Coordinated Site Management Approach Strategy Implementation for Chemainus River
- Improved Site Management Strategy for Sandy Pool Regional Park
- CVT and Regional Park sites maintenance Contract review (current contract expires end of 2013)

The Committee is therefore requested at this time to review and endorse the 2013 work program for Regional Parks and Trails. A mid-term report will be provided to the Committee advising of the progress in completing the projects listed in the Major and Minor Capital Projects Schedule through the year and other work priorities noted above.

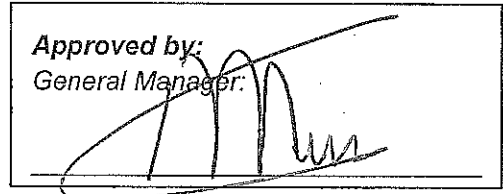
Submitted by,



Brian Farquhar, Manager
Parks and Trails Division
Parks, Recreation and Culture Department

BF/mca

Approved by:
General Manager:





R2

STAFF REPORT

REGIONAL PARKS COMMITTEE MEETING OF WEDNESDAY, MARCH 13, 2013

DATE: March 5, 2013 FILE NO:
FROM: Dan Brown, Trails Planning Technician BYLAW NO:
SUBJECT: Cowichan Valley Trail Completion Initiative – Feasibility Studies Update

Recommendation/Action:

That this report be received for information purposes.

Relation to the Corporate Strategic Plan:

Promote Individual & Community Wellness – Promote pedestrian and cyclist friendly roadways and trails between communities and neighborhoods.

Financial Stability – Actively pursue alternative funding sources including grants and partnerships.

Financial Impact: (Reviewed by Finance Division: N/A)

Background:

Cowichan Valley Trail Construction Update:

The “rail with trail” section of the Cowichan Valley Trail in Chemainus within the E&N Railway corridor between Old Victoria Road and Garner Road is now open to the public. This 0.75 km trail section is receiving a large amount of use, particularly by school children to access Chemainus Elementary School from neighboring communities. This trail highlights how local residents can benefit from safe, off-road regional trail networks such as the Cowichan Valley Trail (CVT).

During the spring of 2013, the Cowichan Valley Trail section between Old Victoria Road and Elm Street will be completed, which is also located within the E&N Railway corridor. This section will link together a total of 4 km of the Regional Trail along the E&N Corridor in the Chemainus area.

Trans Canada Trail Engineering Design and Feasibility Studies Update:

In the fall of 2012, the Trans Canada Trail (TCT) Foundation awarded the CVRD with grant funding for engineering and feasibility studies of undeveloped segments of the Cowichan Valley Trail route (see attachments for study locations). The purpose of these studies was to perform detailed survey and design work to provide tender-ready drawings and order of magnitude cost estimates for future trail and bridge development. This 50/50 grant totaled \$142,985 and was split into the following sections:

Chemainus Rail with Trail:

- includes the segment of rail corridor between completed trail sections at Garner Road and Stocking Creek Park (Electoral Area G – Saltair/Gulf Islands)
- 4.25 km of trail and two pedestrian bridges
- Total engineering design and feasibility study costs: \$52,375

Westholme Rail with Trail:

- Includes segments of the E&N rail corridor between Westholme Road and Chemainus Road on the south side of the Chemainus River, and on the north side of the Chemainus River to the existing trail section at Crozier Road
- 7.5 km of trail and three pedestrian bridges
- Total engineering design and feasibility study costs: \$83,250

Shawnigan Creek Crossing (CRD/CVRD Connector Trail):

- Includes placement and design of a pedestrian bridge over Shawnigan Creek
- Total engineering design and feasibility study costs: \$7,000

Over the course of the winter, extensive field work has been performed by a number of experts including civil, structural, and geotechnical engineering consultants as well as environmental professionals. By performing this feasibility assessment and design work now, CVRD Parks and Trails will be provided with detailed information and designs that will ensure a high level of cost certainty pertaining to future trail development and a significant advantage in applying for grant funding opportunities due to the “shelf-readiness” of the projects to commence.

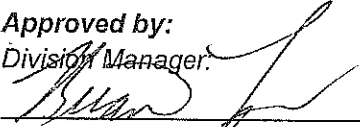
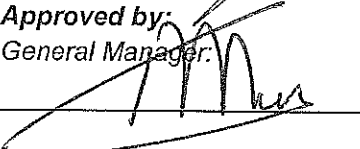
Once final drawings and detailed cost estimates are received, the Parks and Trails Division will compile the information and update the cost estimates and priority recommendations of the remaining Cowichan Valley Trails sections for consideration at a future meeting of the Parks Committee.

Submitted by:



Dan Brown, Trails Planning Technician
Parks and Trails Division
Parks, Recreation and Culture Department

DB/mca
Attachment

<p>Approved by: Division Manager:</p> 
<p>Approved by: General Manager:</p> 

Cowichan Valley Trail

Part of the Trans Canada Trail

2013 Engineering Feasibility Study Areas and Construction

Saltair

Chemainus

Chemainus Rail with Trail Study Area

Chemainus Rail with Trail Construction - 2013

Westholme Rail with Trail Study Area

Sooke Lake Road

Shawnigan Creek Crossing





STAFF REPORT

REGIONAL PARKS COMMITTEE MEETING OF WEDNESDAY, MARCH 13, 2013

DATE: March 5, 2013 FILE NO:
FROM: Dan Brown, Trails Planning Technician BYLAW No:
SUBJECT: Cobble Hill Classic XC Mountain Bike Race Special Event Application

Recommendation/Action:

That the Special Event application from The Cowichan Valley Cycling Club to hold a cross-country mountain bike race on designated trails within the Cobble Hill Mountain Regional Recreation Area on Sunday, April 21, 2013, be approved subject to the following conditions:

1. Proof of the \$5,000,000 liability insurance that the company has to cover the event, which also identifies the CVRD and the Province of BC named as additional insured,
2. A damage deposit of \$500 must be provided to the CVRD for confirmation that the company will clean up all garbage and fix any damaged trails on the race route upon completion of the event and that all racers will stay on designated trails identified on CVRD parkland and within the regional recreation area.
3. Alpine Stables is notified at least two weeks in advance of the event by the event organizers of the trails to be used to allow sufficient time for equestrian riding routes to be modified for the day of the event.
4. That both porta-potties within Quarry Nature Park are pumped out and cleaned following the race at the cost of the race organizers, payment of which will be provided by cheque along with the damage deposit.
5. That the Cobble Hill Parks Commission has endorsed the use of Quarry Nature Park in Cobble Hill as a staging area for the event.

Relation to the Corporate Strategic Plan:

Financial Impact: *(Reviewed by Finance Division: N/A)*

Background:

For the past five years, the Cowichan Valley Cycling Club has hosted, with CVRD approval, a local cross-country mountain bike race at the Cobble Hill Mountain Regional Recreation Area as part of the Island Cup Racing Series. The Island Cup Series is comprised of between 10 and 15 races annually and take place all over Vancouver Island. In past years, this race has drawn upwards of 120 racers.

Each participating racer must sign a waiver indemnifying all land managers involved with respect to participating in the event. The club also holds \$5,000,000 Comprehensive General Liability and \$5,000,000 General Aggregate insurance for every race, naming all land managers upon which who's lands the event takes place as named insured in the insurance policy.

As in past years, the race organizers would be required to post notices within the regional recreation area and Quarry Nature Park notifying the public of the event and also notify Alpine Stables directly of the race date and times. This effort is taken to limit the potential for user conflicts on the mountain during the race.

Race organizers are dedicated to the safety and well-being of race participants, with volunteer first aid attendants on hand for race day and volunteer race marshals at various locations on the course to ensure rider safety and proper navigation of the course.

The race route is patrolled at the end of the day by event organizers, with garbage, flags or directional arrows that have been left being removed. Furthermore, the organizers are committed to retrace the race route once again within 48 hours and complete any required trail repairs as a result of the race. Race officials have confirmed that qualified first aid attendants will be located along the race route throughout the Cobble Hill Mountain Regional Recreation Area for the duration of the race.

The schedule for the proposed event on April 21, 2013, (approximately 6 hours) is as follows:

- 10:00 a.m. – Volunteer set up and registration at Quarry Nature Park
- 12:00 p.m. – Race begins
- 2:30 p.m. – Race completed/Awards presentation commences
- 4:00 p.m. – Signage and Trail clean-up begins

Some preliminary set up of the course is scheduled to take place on the previous day and the course will be swept on Monday, April 22nd.

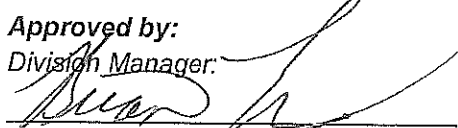
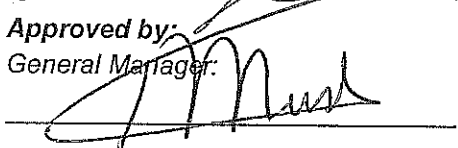
Parks and Trails Division staff have reviewed the proposal. No concerns are noted with the proposed event as it is consistent with the event approved in prior years. This application is also being forwarded to the Cobble Hill Parks and Recreation Commission with respect to the use of Quarry Nature Park, an Electoral Area C – Cobble Hill – Community Park, as the event staging area.

Submitted by,



Dan Brown, Trails Planning Technician
Parks and Trails Division
Parks, Recreation and Culture Department

DB/mca

<p>Approved by: Division Manager:</p> 
<p>Approved by: General Manager:</p> 



STAFF REPORT

PARKS COMMITTEE MEETING OF WEDNESDAY, MARCH 13, 2013

DATE: March 4, 2013

FILE NO:

FROM: Tanya Soroka, Parks & Trails Planner

BYLAW NO:

SUBJECT: Purchase Complete – Lot 1 Riverbottom Road
Addition to Sandy Pool Regional Park

Recommendation/Action:

That this report be received for information.

Relation to the Corporate Strategic Plan:

A "Safe and Healthy Community", identified under the Corporate Strategic Plan, lists some of the key objectives being to "Provide exceptional recreation, cultural and park services", "achieve excellence through community partnerships" and "promote individual and community wellness". The strategic action items associated with these objectives are to:

1. Promote a healthy lifestyle strategy to help residents live healthier lives through taking part in parks, recreation and culture services.
2. Continue the parkland acquisition program to acquire high priority areas and identify opportunities for funding support and partnerships.
3. Continue to ensure a diversity of regional parks for both recreational and conservation purposes.
4. Continue to implement the Regional Parks and Trails Master Plan to respond to new park and trail needs and opportunities.
5. Develop a partnership strategy to ensure parks, recreation and culture planning and coordination occurs throughout the Region.

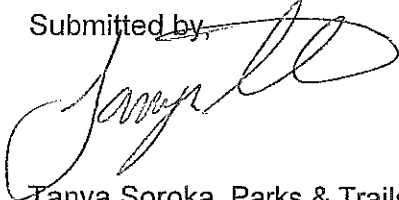
Financial Impact: (Reviewed by Finance Division: n/a)

Background:

Acquisition of the 2.5 hectare (5 acre) addition (legally described as Lot 1, Section 6, Range 6, Sahtlam Land District, Plan 15312) to Sandy Pool Regional Park was completed on February 28, 2013, following Board approval in November 2012 to pursue the property for expansion of the regional park along the Cowichan River. The property includes 100 metres (300 feet) of riverfront and is contiguous to the forested environment of Sandy Pool Regional Park. Addition of this property provides opportunity to expand the existing network of trails within the Regional Park as well as improved river access for park users. Sandy Pool Regional Park is now expanded to 43.7 acres in size, inclusive of lands on the south side of the river accessible from Cowichan River Provincial Park.

Attached is a map highlighting the 2 hectare addition to the park. The Parks and Trails Division will be on site in the coming weeks to install park boundary signs and assess the overall condition of the property with respect to interim management of the site until such time as a park management plan can be completed that would provide direction on managing the lands inclusive of expansion of the trail network.

Submitted by:

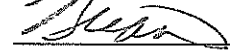


Tanya Soroka, Parks & Trails Planner
Parks & Trails Division
Parks, Recreation and Culture Department

TS/mca
Attachment

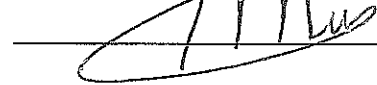
Reviewed by:

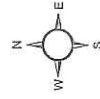
Division Manager:



Approved by:

General Manager:







STAFF REPORT

PARKS COMMITTEE MEETING
WEDNESDAY, MARCH 13, 2013

DATE: March 6, 2013

FILE NO:

FROM: Brian Farquhar, Manager Parks & Trails Division

BYLAW NO:

SUBJECT: Somenos Marsh Steering Committee

Recommendation/Action:

That the invitation from the Somenos Marsh Management Committee for representation from the Cowichan Valley Regional District Parks and Trails Division be endorsed.

Relation to the Corporate Strategic Plan:

Achieve excellence through community partnerships.

Financial Impact: *(Reviewed by Finance Division: N/A)***Background:**

The Somenos Marsh Management Committee has extended a formal invitation for representation on their Committee by a representative of the CVRD Parks and Trails Division. The Management Committee works to implement the Somenos Marsh Management Plan as well as to communicate on strategic initiatives within the Somenos Basin. This Committee meets three to four times a year and currently has representatives from the Municipality of North Cowichan, Cowichan Tribes, BC Forest Discovery Museum, Somenos Marsh Wildlife Society, Garry Oak Ecosystems Recovery Team (GOERT), Ducks Unlimited Canada, Nature Trust of BC and the Province of BC. At present a review of the management plan for Somenos Marsh is underway and it was identified by the Committee that participation by the CVRD Parks and Trails Division would be an invaluable addition to the group, as Somenos Marsh is identified as a priority area within the adopted Regional Parks and Trails Master Plan for environmental and outdoor recreational values.

The Regional Parks and Trails Master Plan notes Somenos Marsh as a regionally unique landscape set adjacent to an urbanizing and developing area of the CVRD. The Plan acknowledges the existing management structure for Somenos Marsh as being well established, yet identifies a key role of the Regional District's Regional Parks and Trails program to focus on formalizing connectivity to the Cowichan Valley Trail to the west and pursuing long-term additional uplands around the marsh that would contribute to protecting the ecological integrity of the marsh and expand passive recreation opportunities.

Submitted by,

Brian Farquhar, Manager
 Parks and Trails Division
 Parks, Recreation and Culture Department

Approved by:
 General Manager



STAFF REPORT

PARKS COMMITTEE MEETING WEDNESDAY, MARCH 13, 2012

DATE: March 7, 2013

FILE NO:

FROM: Brian Farquhar, Manager Parks & Trails Division

BYLAW NO:

SUBJECT: Special Parks District Forum 2013

Recommendation/Action:

That consideration be given for a member of the Parks Committee to attend the 2013 Special Parks District Forum (SPDF) hosted by Capital Regional District Parks and Metro Vancouver Parks from June 9th to 15th.

Relation to the Corporate Strategic Plan:

Financial Impact: (Reviewed by Finance Division: _____)

Background:

The Special Parks District Forum (SPDF) is an annual forum of regional parks and open space districts from across Canada and the United States and is the only such conference regularly attended by regional districts with regional parks functions, given the focus on district parks issues versus other conferences that are more applicable to municipal parks and recreation services. The SPDF is structured for attendance by elected officials and senior staff to meet and exchange best-practise information about managing regional-scale parks and trail systems as well as related programs for land acquisition, resource management, planning, interpretive education and recreation programs, volunteerism, marketing, creative funding, outreach and public communications. The format for the forum provides for both hands-on learning and experience sharing as well as workshop-style presentations.

For 2013 the SPDF is being co-hosted by the Capital Regional District (CRD) and Metro Vancouver Parks from June 9th to 15th, with sessions and tours scheduled in the CRD between June 9th and 12th, and in Metro Vancouver from June 12th to 15th. Several regional park sites throughout the CRD will be toured, highlighting park projects, site management issues and partnership opportunities realized. Similar tours will be provided by Metro Vancouver Parks in the following days. Keynote speakers include Dr. David Suzuki, and Mark Angelo, founder and Chair of BC/World Rivers Day, as well as several speakers focusing on Healty Parks/Healthy People. The cost to attend the six day forum event, excluding hotel accommodation, is \$1,075 per person. Additional information about the forum is available at www.spdf2013.com. Funds to attend the forum would be through the Regional Parks function.

Submitted by,

Brian Farquhar
Manager, Parks and Trails Division
Parks, Recreation and Culture Department

Approved by:
General Manager