

MEETING MINUTES

Cobble Hill Parks Commission Meeting
January 8, 2018
Youth Hall, 3665 Watson Avenue, Cobble Hill, B.C.
7:00 p.m. – 8:30 p.m.

Present: Shelley Balme, Dennis Cage, Gord Dickenson, Brenda Donn, Annie Ingraham, Ruth Koehn, Alan Seale, Jennifer Symons, Bill Turner, Lynn Wilson, Matteus Clement – Area “C” Electoral Area Director.

Meeting started at 7 p.m.

1. Moved/seconded *that the agenda is approved as circulated.* **Carried**
2. Election of 2018 officers:
 - Chair: Lynn Wilson
 - Vice Chair: Annie Ingraham
 - Secretary: Jennifer Symons
 - Directors at Large: Gord Dickenson, Alan Seale
3. Moved/Seconded *that the minutes of December 4, 2017 are adopted as circulated.*
Carried
4. Volunteer hours – None reported.
5. Business arising from the minutes
 - Cobble Hill Common update:

The Cobble Hill Common project is underway with topsoil, seeding, installation of a toilet surround and completion of a north-south pathway in 2018. The project budget is \$130,000 from gas tax money. Commission members would like to complete identified projects before taking on additional projects such as development of a trail along Fisher Road. The Commission discussed the possibility of acquiring a temporary band shell for summer time use. CVRD staff have not initiated a discussion with MoTI regarding transfer of the unused Fairfield Road ROW, as CVRD Board direction is required to proceed.

MOTION: The Cobble Hill Parks Commission recommends that Director Clements seek CVRD Board approval for staff to initiate discussions with MoTI to

acquire the unused Fairfield Road right-of-way at the north end of Cobble Hill Common to add to the community park.

- William Shearing Park

Director Clements received an email from a neighborhood resident asking about the recent upgrade to William Shearing Park; the resident was questioning the process to select the playground equipment and whether picnic tables and signs could be moved to accommodate winter sledding. Director Clements will put the resident in touch with Brian Farquhar for follow-up. Commission members discussed the importance of their role in community outreach prior to park planning and development projects.

- Status of CVRD commission bylaw policy

The commission discussed the status of the CVRD's proposed Bylaw No. 4153 "*A Bylaw to Establish Community Parks Advisory Commissions within the Cowichan Valley Regional District.*" The Electoral Area Services Committee (EASC) referred Bylaw No. 4153 for review on September 7, 2017. The Cobble Hill Parks Commission can still provide comments on the bylaw before it goes to the CVRD Board for discussion. Commission members asked that Brian Farquhar be invited to talk about the bylaw at the February 5, 2018 meeting.

Action: Invite Brian Farquhar to attend the February 5th Cobble Hill Parks Commission meeting to discuss proposed Bylaw No. 4153.

6. Reports - none

7. New Business

- Appreciation for John Krug's contribution to the CHPC:

Commission members expressed appreciation and thanks for John Krug's outstanding contributions as Cobble Hill Parks Commission Chair for the past eight years. He has added tremendous value to our community park system.

- Trail maintenance at Quarry Nature Park

Questions were raised about QNP trail maintenance after a Commission member received feedback that some members of the public have used chain saws to clear trails of downed trees. Upon request, Ryan Dias provided an email explanation of how trails are maintained at QNP. This includes quarterly inspections/maintenance and on-call crews to deal with hazards. The public is asked to report any hazards directly to the CVRD so they can promptly respond. Commission members suggested that additional signage be placed at the park during bad weather events to alert the public of potential dangers on the trails.

Action: Ask Brian Farquhar and/or Ryan Dias about the possibility of posting warning notices at key locations at QNP during bad weather events, and/or if an app can be developed for the public to report trail issues in real time.

- Discussion of CVRD's proposed Parks and Trails Volunteer Policy Memo

Commission members were asked to discuss and provide feedback to Brian Farquhar on the proposed December 13, 2017 *CVRD Parks and Trails Volunteer Policy*. Brian will include feedback received from the Parks Commissions when the policy goes to the February meeting of the Regional Services Committee.

Commission members were generally in favor of the policy, with the following comments:

- There is a concern that the electoral area director will no longer be able to oversee the work of volunteers as they were able to do in the past.
- There is a concern that staff won't have capacity to organize and oversee volunteer work, particularly if there is high demand. A dedicated volunteer coordinator would help to alleviate this concern.
- There is a concern about what a volunteer policy manual will include, and whether it will be too restrictive for volunteers (i.e. the benefits of volunteering accrue mainly to the CVRD and not volunteers).

- Review of 2012 Cobble Hill Parks and Trails Master Plan in February/March, 2018

The Chair would like to revisit the 2012 [Cobble Hill Community Parks and Trail Master Plan](#) at the next two Commission meetings. The master plan includes a number of recommendations and actions that should be periodically updated. This hasn't been done since the plan was completed. A review will help inform the commission's 2018 focus in advance of the yearly CVRD budget review. Commission members were supportive of this review taking place.

8. Director's Report:

- Participated in a CVRD and MoTI meeting regarding the Fisher Road aquifer.
- The Fisher Road former greenhouse site has been cleaned up. The owners are waiting for a provincial soil remediation certificate before redeveloping the site.
- Will be holding monthly community conversations at the Farmers Institute Hall. The March 29th meeting will be about Cobble Hill community parks and trails.

9. Adjournment: 8:30 p.m.

Next Meeting will be held February 5, 2018 at 7 p.m. in the Youth Hall.