

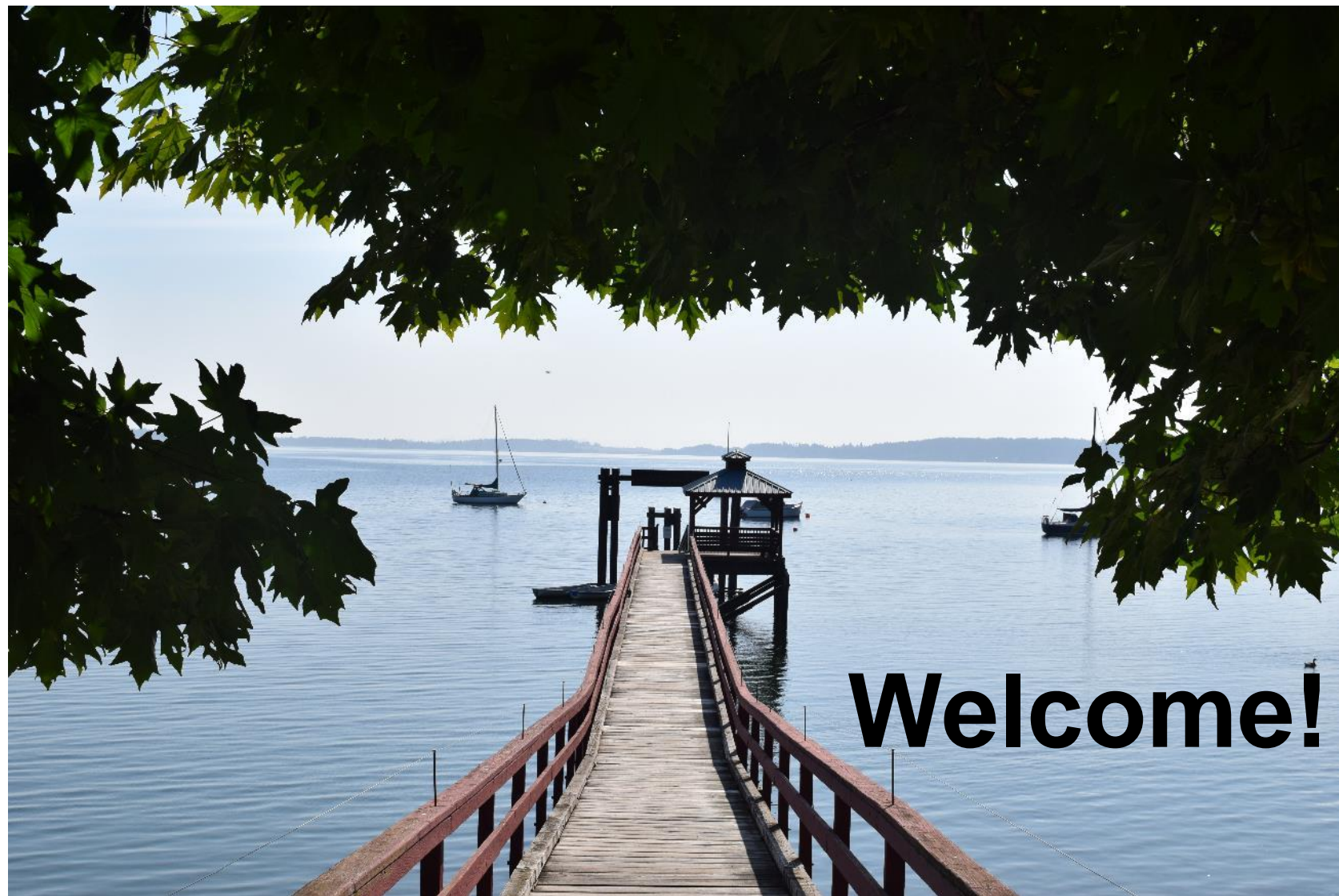


**Cowichan Valley Regional District**



# Parks Advisory Commission (PAC) Orientation Information

January 2025



**Welcome!**

*Mill Bay Community Wharf*

# Summary of Orientation Information

- Overview of CVRD Parks & Trails Program
- Roles and responsibilities
- Parks Advisory Commission meetings
- Resources available

# Regional District – Service Provider

- 178+ separately funded services currently managed/delivered
- “Region-wide” ....” Electoral Area-focused” ....” Specified Area”
- De-facto “*Municipal Service Provider*” in Electoral Areas
- Each service provided taxed for separately



*Playground replaced at Mesachie Lake Park*

# **CVRD Service Delivery Roles**

## **Board (Elected Officials)**

- sets policy; approves service levels, programs & budgets

## **Staff**

- implement approved programs & services; day-to-day operations/admin

## **Advisory Commissions**

- provide advice & recommendations to Board on matters referred

## **Volunteers**

- hands-on activities which benefit community under direction of staff

## **Contracted Services**

- deliver specified services administered through staff

# CVRD Parks & Trails Program

- Electoral Area Community Parks (9 EA's)
- Sub-Regional Parks  
(Bright Angel & South Cowichan)
- Regional Parks
- Cowichan Valley Trail – Historic Kinsol Trestle



# Parks & Trails Division

The Division's responsibilities are inclusive of:

- Preparing annual budgets for Board approval
- Park operations and maintenance
- Parks and trails planning
- Community engagement/consultation on parks matters
- Coordinating and overseeing park volunteer activities
- Negotiating acquisition/disposal of parkland
- Administering park reservations and special event use requests
- New park development and upgrades/replacement

# Community Parks Advisory Commission Bylaw

- CVRD Bylaw No. 4153 adopted by Board in January 2019
- Parks Advisory Commission for each Electoral Area
- South Cowichan Advisory Commission
- CVRD Board appoints Commission members
- *Current appointments for 2-year term (Jan 2025 – Dec 2026)*



# Community Parks Advisory Commission Role

Provide advice and recommendations to EASC/Board on:

- Annual electoral area or sub-regional park budget
- Park and trail planning (site plans, management plans, master plans)
- New park development and existing park upgrades
- Parkland acquisition opportunities
- Park Volunteer Program project ideas and opportunities
- Complex or large-scale community park event application referrals

# Annual Community Parks Budgets

- Anticipate late Fall timeline for Parks Advisory Commission input
- Review of proposed draft budget summary, focused on:
  - replacement, upgrade and/or new park and trail amenities
  - parks planning projects
  - parks volunteer projects
  - other park-related initiatives that may require funding
- Input also sought on Five-Year Financial Plan for park capital projects (i.e. this year will focus on 2026-2029)

# Park and Trail Development

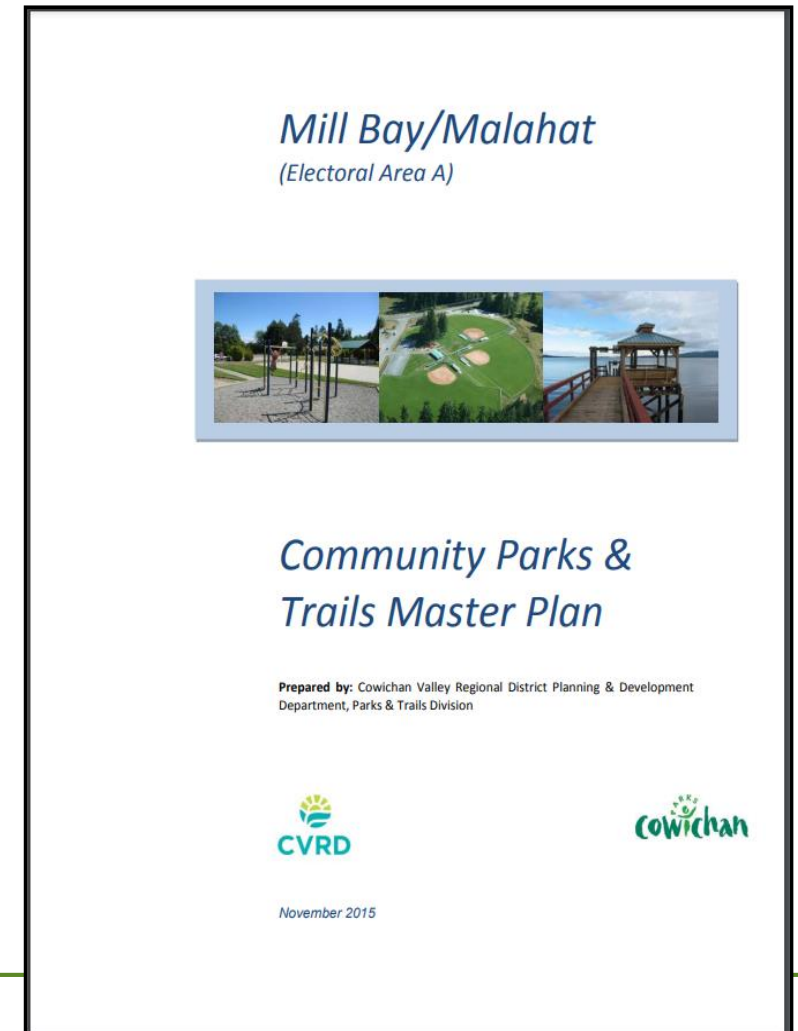
- Parks and Trails Planning
  - Master Plans, Trails Plans, Management Plans, Site Plans
- Parks and Trails Capital Projects
  - Minor Capital Projects, Major Capital Projects



*Falls at Stocking Creek Park*

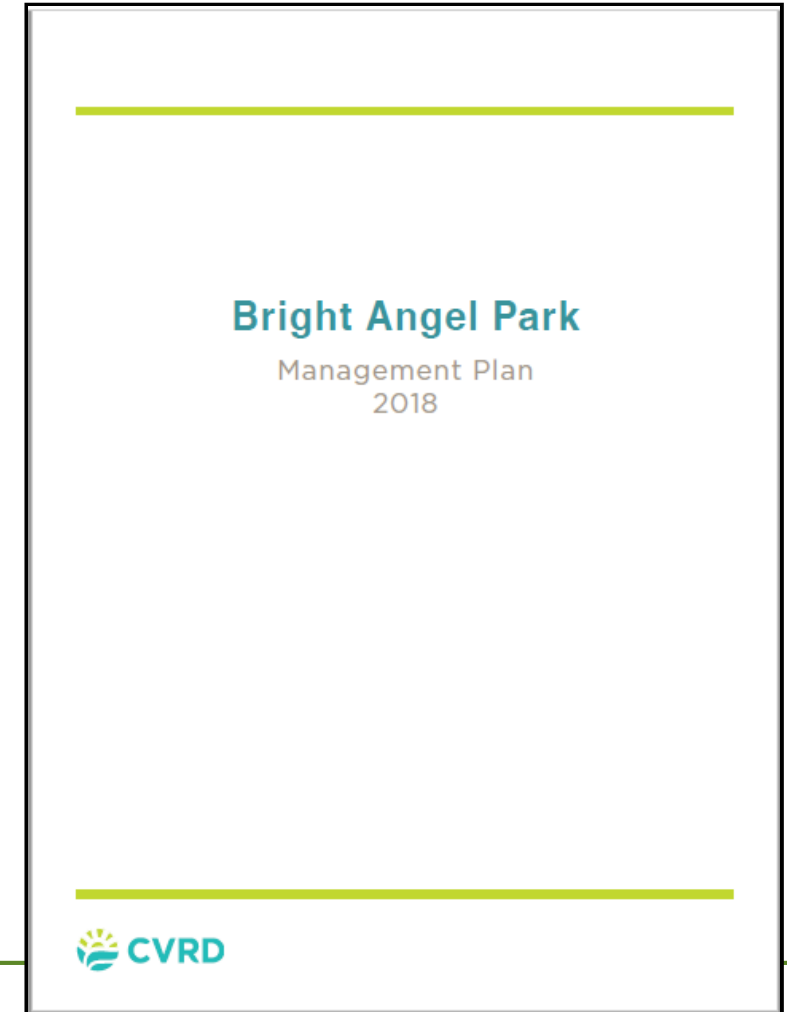
# Parks and Trails Master Plans

- Park Master Plans for Electoral A, B, C, D & E
- Areas F, G, H & I guided by OCP Policies
- Review annually to guide budget priorities and new/replacement park & trail capital projects



# Park Management Plans

- Larger/busier parks with multiple issues to address (i.e. increasing use, aging assets)
- Balance public use & improvements with site capacity/environmental considerations
- Guide priority setting and annual budgets
- Park Commission participation and input with management plan preparation



# Park Site Concept Plans

- Provides for conceptual layout of existing and proposed park amenities
- Establishes priorities for timelines and budgeting
- Park Commission participation and input with concept plan development

## Revitalization Concept Plan

### LEGEND

#### Existing Features

- 1 - Playground
- 2 - Central Pedestrian Walkway
- 4 - Concession
- 5 - Washroom Building
- 6 - Ball Diamonds

#### Existing Features - Considered for Improvements

- E - Multi-Use Sport Court
- F - Tennis Courts
- G - Basketball Court
- H - Practice Tennis Half Court
- I - Forest Path
- J - Picnic Shelter

#### Proposed New Features

- B - Park Perimeter Walking Path
- C - Nature Playground
- D - Dedicated Pickleball Court(s)



Saltair Centennial Park - 2022

# Major and Minor Capital Projects

- Approved in Annual Budgets & Five-Year Financial Plans
- Funded through requisition, reserves and/or other sources (i.e. grants)
- Established process to identify, plan and complete projects
- Parks Advisory Commission input and advice included in process

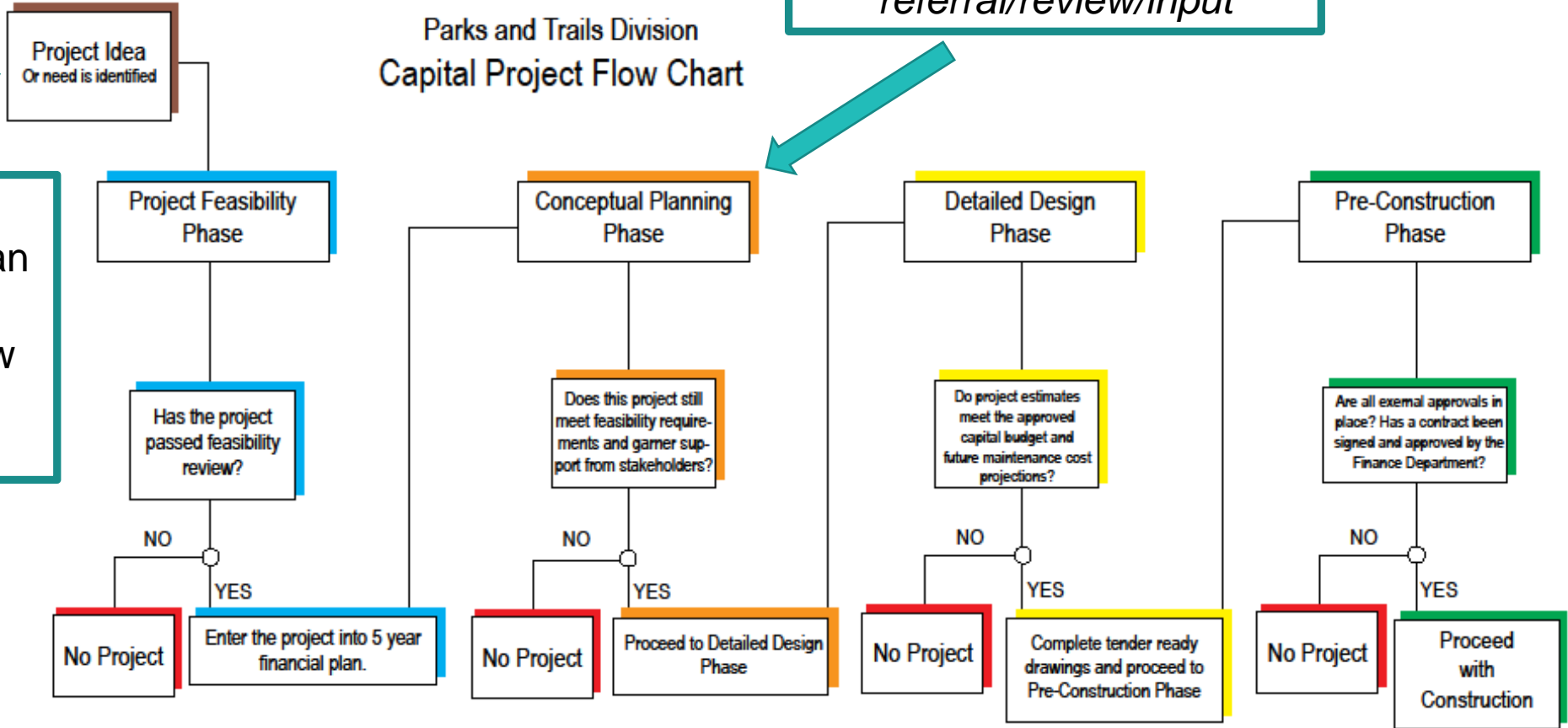
Parks and Trails Division  
Capital Project Flow Chart

Key milestone for PAC referral/review/input

**Project Potential**

- Park Master/Mgmt Plan
- Capital Replacement
- Annual Budget Review

*PAC referral/input*





# Parkland Acquisition Opportunities

- CVRD Board approves all parkland acquisitions
- Purchase of lands with funds approved in annual parks budget
- Donation/gifting of lands for park purposes
- Dedication requirement as part of subdivision (*s. 510 of LGA*)
- Community amenity contribution commitment as part of rezoning
- PAC input through Board referral and/or application processes

# Parks & Trails Volunteer Program

## Overall Goals and Objectives:

- Provide opportunities for community members
- Increase public involvement
- Raise public awareness
- Increase stewardship

Broom Removal  
Bald Mountain Park



# Parks & Trails Volunteer Program

Volunteer activities are inclusive of:

- Ecological restoration/habitat enhancement
- Invasive species removal
- Trail building and maintenance
- Park clean-ups

Broom Removal  
Memory Island,  
Shawnigan Lake



# Parks & Trails Volunteer Program

Volunteer project ideas through:

- Input from Community Parks Advisory Commissions during annual Fall budget process
- Identify potential projects and funding (if required, i.e. for trail projects)
- Subject to annual budget approval



Youth Internship  
Pollination Meadow,  
Bright Angel Park



Shoreline Native  
Plant Bed Weeding,  
Cowichan Bay  
Marine Gateway

# Special Events in Parks

- Organized/hosted by others
- Application and approval process
- Number of events increasing yearly
- Complex or large event applications may be referred for Park Advisory Commission input



Shawnigan Rowing Regatta,  
West Shawnigan Lake Park

# Advisory Park Commission Meetings

- Follow CVRD Board/Committee Meetings Procedures Bylaw
- Public meeting....to be held in a publicly accessible location
- Set monthly day/time to reserve for meetings, as required
- Quorum required for meeting to proceed
- Aim for consensus; one vote per Advisory Commission member

# Matters Referred to Advisory Commissions

Matters referred to PACs are by way of:

- Reports from the Parks & Trails Division  
*(i.e. annual parks budget, park planning matter, capital project input)*
- Referral of matters from CVRD Board/Committee  
*(i.e. rezoning application with park interests, property acquisition for park)*

# Meeting Agenda and Minutes

- CVRD standardized templates for agenda and minutes
- PAC agendas posted to CVRD website in advance of meeting
- PAC minutes provide record of recommendations/motions
- PAC minutes added to Board Committee agenda for 'Information' and provide record of PAC advice/recommendations on matters referred
- PAC minutes also posted to CVRD website as public record



# Example PAC Meeting Agendas



## NOTICE OF ELECTORAL AREA B – SHAWNIGAN LAKE COMMUNITY PARKS ADVISORY COMMISSION MEETING

Date: Thursday, December 15, 2022

Place: Shawnigan Lake Community Centre (Lounge)

Time: 7:00 PM

1. APPROVAL OF AGENDA
2. ADOPTION OF MINUTES
3. ITEMS OF BUSINESS
  - R1. Draft 2023 Budget 232 Summary / Five-Year Financial Planning Input
4. ADJOURNMENT



## NOTICE OF ELECTORAL AREA E – COWICHAN STATION/SAHTLAM/GLENORA COMMUNITY PARKS ADVISORY COMMISSION MEETING


Date: Thursday, July 21, 2022

Place: Junction of Hanks Road and Sahtlam Estates Road, Sahtlam (Site Visit)

Time: 2:00 PM

1. APPROVAL OF AGENDA
2. ADOPTION OF MINUTES
  - M1. Electoral Area E – Cowichan Station/Sahtlam/Glenora – Community Parks Advisory Commission meeting of March 17, 2022
3. ITEMS OF BUSINESS
  - R1. Sahtlam Greenway Trail route connection options (to Appaloosa Way) – verbal update and walkabout
4. ADJOURNMENT

# Example PAC Meeting Minutes



**DATE:**

**TIME:**

**MINUTES of** {SAMPLE: ELECTORAL AREA A – Mill Bay/Malahat – Community Parks Advisory Commission} held on the above-noted date and time at: {insert meeting location, including facility and address}.

**PRESENT:** Chair:  
Vice-Chair:  
Secretary:  
Members:

**ALSO PRESENT:** Director:  
CVRD Staff:  
Guests: {i.e. those who have been invited in relation to an agenda item}

**ABSENT:** {absentee commission members}

**APPROVAL OF AGENDA:**  
It was moved and seconded that the agenda be approved.  
**MOTION CARRIED**

**ACCEPTANCE OF MINUTES:**  
It was moved and seconded that the minutes of {SAMPLE: Electoral Area A – Mill Bay/Malahat} – Community Parks Advisory Commission of {date}, be accepted.  
**MOTION CARRIED**

**ORDER OF BUSINESS:**

- {Referral Matter}

**MOTION:**  
It was moved and seconded that it be recommended that {referral matter} be {approved/denied}.

**MOTION CARRIED**

- {Referral Matter (i.e. example for where options are provided for Commission consideration)}

**MOTION:**  
It was moved and seconded that it be recommended that Option {enter option number here} be approved.  
**MOTION CARRIED**

- {Referral Matter (i.e. for where input is requested on a referred matter)}

**MOTION:**  
It was moved and seconded that it be recommended that the following be considered with respect to {name the referred matter}.

**MOTION CARRIED**

**ADJOURNMENT:**

**MOTION:**  
It was moved and seconded that the meeting be adjourned at {insert time} a.m. / p.m.  
**MOTION CARRIED**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair

# Closed Session Meeting

- Adherence to legislated provisions for Closed Session meeting
- Excludes public attendance
- Matters discussed in Closed Session remain confidential
- For PAC meetings generally potential property acquisition related
- Commission Chair apprised in advance on any Closed Session matter

# Meeting Principles

- Advisory Commission meeting; not public engagement meeting
- Public can attend to observe (but not participate or engage)
- Seating gallery to be provided for public who may attend
- Meeting conduct (CVRD Respectful Workplace Policy and CVRD Code of Conduct)

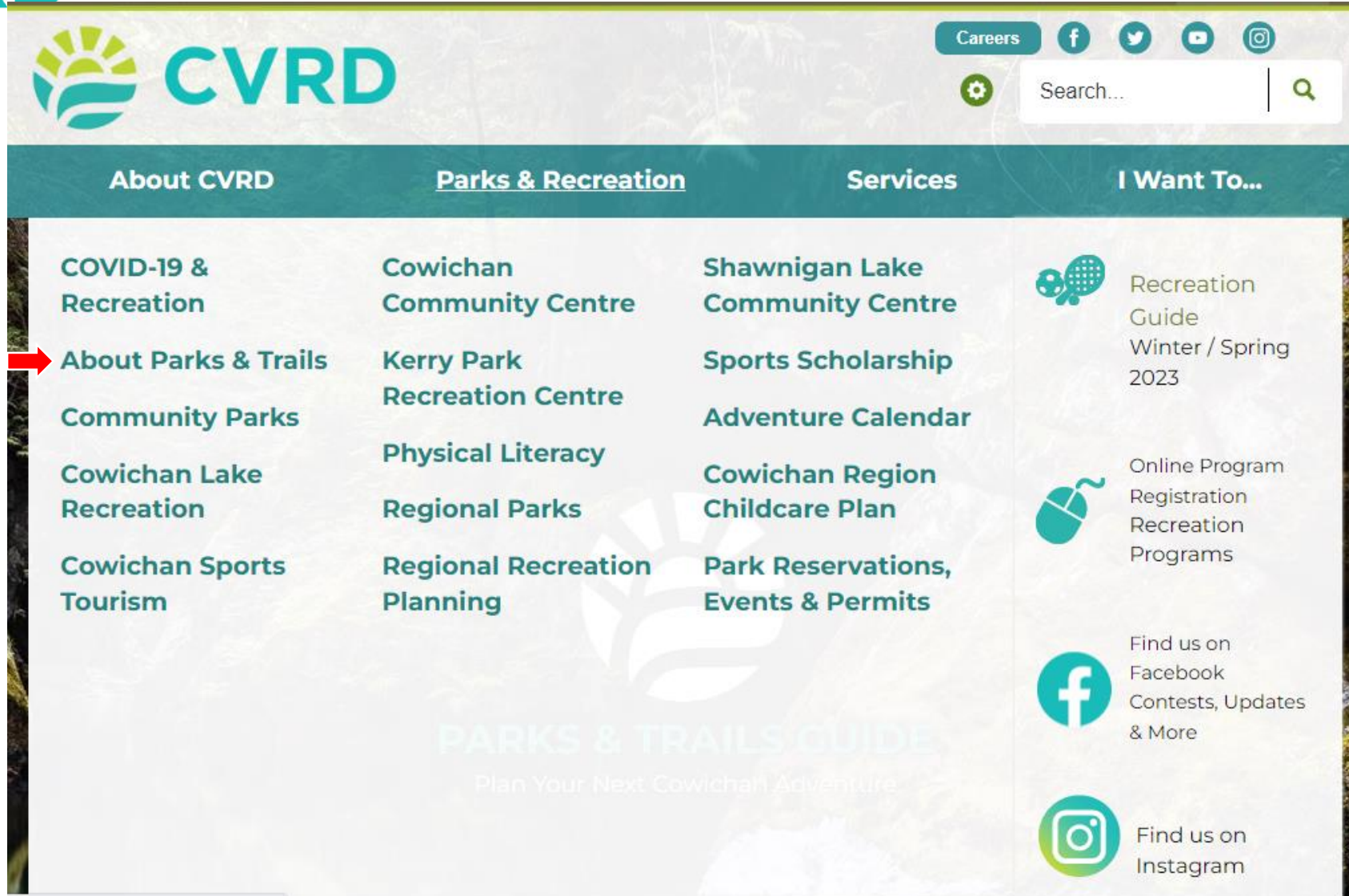


# Online Resources Available






CVRD Website:

[www.cvrld.ca](http://www.cvrld.ca)

[About CVRD](#)[Parks & Recreation](#)[Services](#)[I Want To...](#)



The screenshot shows the CVRD website navigation menu. At the top left is the CVRD logo. To the right are links for 'Careers', social media icons for Facebook, Twitter, YouTube, and Instagram, a search bar with a magnifying glass icon, and a settings gear icon. Below this is a teal navigation bar with four main categories: 'About CVRD', 'Parks & Recreation', 'Services', and 'I Want To...'. Under 'Parks & Recreation', a list of links is displayed in a grid. A red arrow points to the 'About Parks & Trails' link. At the bottom of the menu, there is a large graphic for the 'PARKS & TRAILS GUIDE' with the subtitle 'Plan Your Next Cowichan Adventure'.

About CVRD	Parks & Recreation	Services	I Want To...
<a href="#">COVID-19 &amp; Recreation</a>	<a href="#">Cowichan Community Centre</a>	<a href="#">Shawnigan Lake Community Centre</a>	 <a href="#">Recreation Guide Winter / Spring 2023</a>
 <a href="#">About Parks &amp; Trails</a>	<a href="#">Kerry Park Recreation Centre</a>	<a href="#">Sports Scholarship</a>	 <a href="#">Online Program Registration Recreation Programs</a>
<a href="#">Community Parks</a>	<a href="#">Physical Literacy</a>	<a href="#">Adventure Calendar</a>	 <a href="#">Find us on Facebook Contests, Updates &amp; More</a>
<a href="#">Cowichan Lake Recreation</a>	<a href="#">Regional Parks</a>	<a href="#">Cowichan Region Childcare Plan</a>	 <a href="#">Find us on Instagram</a>
<a href="#">Cowichan Sports Tourism</a>	<a href="#">Regional Recreation Planning</a>	<a href="#">Park Reservations, Events &amp; Permits</a>	

**PARKS & TRAILS GUIDE**  
Plan Your Next Cowichan Adventure

- About Parks & Trails
- Parks Advisory Commissions**
- Community Parks**
- Cowichan Valley Trail
- Park Reservations, Events & Permits
- Parks and Trails Master Plans**
- Parks Construction Projects**
- Regional Parks
- Volunteering**

Home > Parks & Recreation > About Parks & Trails


## About Parks and Trails in the Cowichan Valley

### Welcome

The CVRD encourages the public to get outside and visit the parks and trails, along with the amenities that they offer. Please use the search functions below to navigate by activity, location or park name.

[Search by Activity](#) [Search by Location](#) [Search by Name](#)

### Blue Heron Park



### Contact Us

175 Ingram Street  
Duncan, BC V9L 1N8  
Phone: 250.746.2660  
[General Parks Email](#)  
[Park Bookings Email](#)

**Emergency: 911**

**Urgent After Hours Park or Trail Maintenance Issue:**

**1.855.781.9524**

### Important Notices

**Cleasby Bike Park**  
The park is open as of March 10, 2023

**Cowichan Valley Trail (CVT) - North Watts Road Parking Lot & Pathway Project**

<https://www.cvrld.ca/3500/Park-Reservations-Events-Permits>



- Commission Minutes
- Electoral Area A Parks Commission
- Electoral Area B Parks Commission
- Electoral Area C Parks Commission
- Electoral Area D Parks Commission
- Electoral Area E Parks Commission
- Electoral Area F Parks Commission
- Electoral Area G Parks Commission
- Electoral Area H Parks Commission
- Electoral Area I Parks Commission
- South Cowichan Parks Commission

## Parks Advisory Commissions

### Parks Advisory Commissions

Each Electoral Area within the CVRD has a Parks Advisory Commission made up of local residents who provide advice to the CVRD Board on matters such as:

- community parkland acquisition opportunities;
- trail and park development;
- environmental enhancement; and
- local community parks events.

Commission meetings are open to the public and those interested are encouraged to attend. Please see the CVRD main page under [meeting calendar](#) for more information on Parks Advisory Commission meeting schedules.



Bylaws



Resources



Minutes


- [Community Parks Advisory Commissions Establishment Bylaw, 2019](#)
- [Board Committee and Commissions Procedure Bylaw, 2007](#)

## Contact Us

### Parks & Trails

250.746.2660

[Email](#)

 [Commission Minutes](#)

[Electoral Area A Parks Commission](#)

[Electoral Area B Parks Commission](#)

[Electoral Area C Parks Commission](#)

[Electoral Area D Parks Commission](#)

[Electoral Area E Parks Commission](#)

[Electoral Area F Parks Commission](#)

[Electoral Area G Parks Commission](#)

[Electoral Area H Parks Commission](#)


[Electoral Area I Parks Commission](#)

[South Cowichan Parks Commission](#)

Home › Parks & Recreation › About Parks & Trails › Parks Advisory Commissions › Commission Minutes

## Community Parks Advisory Commission Minutes

### Current Meeting Minutes

For current minutes, please click [here](#). 

### Archived Meeting Minutes

**A - Mill Bay/Malahat** Parks Advisory [Commission Minutes](#)

**B - Shawnigan Lake** Parks Advisory [Commission Minutes](#)

**C - Cobble Hill** Parks Advisory [Commission Minutes](#)

**D - Cowichan Bay** Parks Advisory [Commission Minutes](#)

**E - Cowichan Station/Sahtlam/Glenora** Parks Advisory [Commission Minutes](#)

**F - Cowichan Lake South/Skutz Falls** Parks Advisory [Commission Minutes](#)

**G - Saltair** Parks Advisory [Commission Minutes](#)



**H - North Oyster/Diamond** Parks Advisory [Commission Minutes](#)

**I - Youbou/Meade Creek** Parks Advisory [Commission Minutes](#)


**South Cowichan** Parks Commission Parks Advisory [Commission Minutes](#)






The screenshot shows the CVRD website interface. At the top left is the CVRD logo. To its right are social media icons for Facebook, Twitter, YouTube, and Instagram, along with a 'Careers' link and a search bar. Below this is a teal navigation bar with the following menu items: 'About CVRD' (highlighted with a red arrow), 'Parks & Recreation', 'Services', and 'I Want To...'. The main content area is divided into three columns. The left column contains 'Our Regional District', 'Our Board', and 'Our Organization'. The middle column features a green arrow pointing to 'Agendas / Minutes / Video', followed by 'Bid Opportunities', '2021 Annual Report', 'Corporate Strategic Plan', 'Meeting Calendar', 'Public Notices', and '2019 Community Satisfaction Survey'. The right column lists 'Associated Organizations' including Cowichan Valley Regional Hospital District, Our Cowichan Communities Health Network, and Cowichan Watershed Board. At the bottom right, there is a 'Report A Crime Online' button and a 'New! Crime Reporting' link. A URL bar at the bottom of the screenshot shows 'https://cvrd.ca/993/Agendas-Minutes-Video'.

  Sign In

### Current And Upcoming Meetings

[View All Boards And Commissions](#) 













Meeting Title	Date/Time	Documents	Options
Electoral Area C - Cobble Hill - Advisory Planning Commission	May 04, 2023 07:00 PM	 HTML Agenda  Agenda	

Showing 1 to 1 of 1 Entries


### Archived Meetings

[View All Boards And Commissions](#)

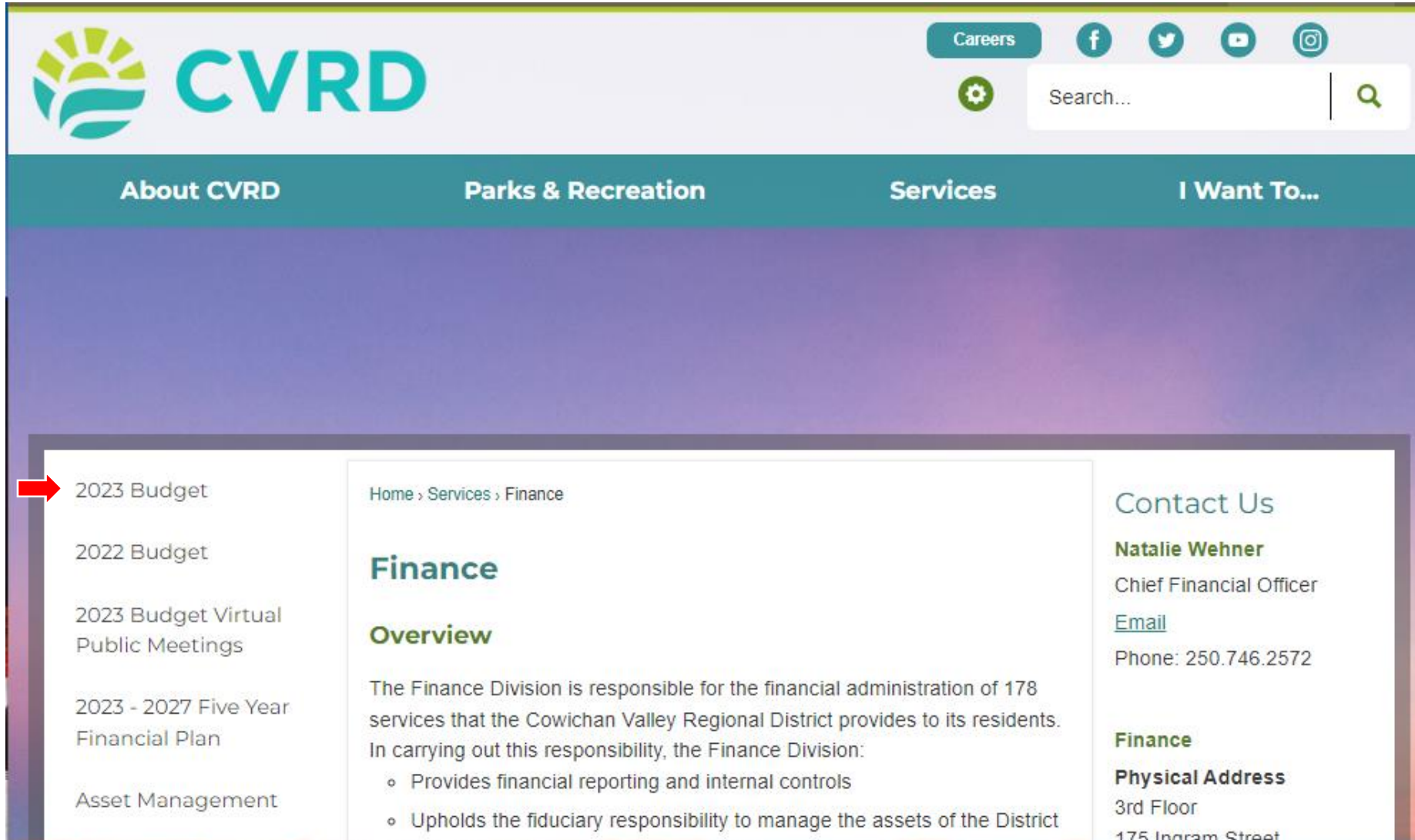
2023 **2022** 2021 2020 2019 2018 2017

Meeting Title	Date/Time	Documents	Video
 Electoral Area B - Shawnigan Lake - Community Parks Advisory Commission	Dec 15, 2022 07:00 PM	 HTML Agenda  Agenda	
Regular Session Board	Dec 14, 2022 01:30 PM	 HTML Agenda  Agenda	
Hospital Board	Dec 14, 2022 12:00 PM	 HTML Agenda  Agenda	
Committee of the Whole	Dec 14, 2022 09:30 AM	 HTML Agenda  Agenda	


About CVRD	Parks & Recreation	Services	I Want To...
<b>Air Quality</b>	<b>Employment</b>	<b>Maps &amp; GIS</b>	<b>Municipalities</b>
<b>Arts &amp; Culture</b>	<b>Environment</b>	<b>News</b>	<ul style="list-style-type: none"> <li>◦ <a href="#">City of Duncan</a></li> <li>◦ <a href="#">Municipality of North Cowichan</a></li> <li>◦ <a href="#">Town of Ladysmith</a></li> <li>◦ <a href="#">Town of Lake Cowichan</a></li> </ul>
<b>Building Inspection</b>	<b>Finance</b>	<b>Procurement</b>	<b>View All</b>
<b>Bylaws</b>	<b>Fire Services</b>	<b>Communications &amp; Engagement</b>	
<b>Bylaw Enforcement</b>	<b>Garbage &amp; Recycling</b>	<b>Tourism Cowichan</b>	
<b>Planning &amp; Development</b>	<b>Natural Hazards</b>	<b>Transit</b>	
<b>Economic Development</b>	<b>Legislative Services</b>	<b>Utility Services</b>	
<b>Emergency Management</b>	<b>Emergency Management</b>	<b>Natural Hazards</b>	




<https://cvrd.ca/58/Services>



**CVRD** [Careers](#) [f](#) [t](#) [v](#) [i](#)

Search... 

[About CVRD](#) [Parks & Recreation](#) [Services](#) [I Want To...](#)

 [2023 Budget](#)

[2022 Budget](#)

[2023 Budget Virtual Public Meetings](#)

[2023 - 2027 Five Year Financial Plan](#)

[Asset Management](#)

Home > Services > Finance

## Finance

### Overview

The Finance Division is responsible for the financial administration of 178 services that the Cowichan Valley Regional District provides to its residents. In carrying out this responsibility, the Finance Division:

- Provides financial reporting and internal controls
- Upholds the fiduciary responsibility to manage the assets of the District

### Contact Us

**Natalie Wehner**  
Chief Financial Officer

[Email](#)  
Phone: 250.746.2572

**Finance**

**Physical Address**  
3rd Floor  
175 Ingram Street

Electronic Funds Transfer (EFT) Form

Financial Statements

Grants Provided

Invoice Submission via Email

Parcel Taxes

Regional Grant-in-Aid Application

Statements of Financial Information (SOFI)

Utility Bill Payment

2023 Tax Inserts

**2023 Annual Budget Index**

<a href="#">Schedule A</a>	Analysis of Changes in Tax Requisition	<a href="#">198</a>	GM Strategic Services
<a href="#">Schedule B</a>	Effect of Requisition Changes	<a href="#">199</a>	GM Community Services/Facilities
<a href="#">Schedule C</a>	Historical Requisition By Jurisdiction	<a href="#">200</a>	Administration Office
<a href="#">Schedule D</a>	Jurisdiction Breakdown	<a href="#">205</a>	Emergency Planning
<a href="#">Schedule E</a>	Average Home Tax Impact	<a href="#">231</a>	Community Parks – Area A
<a href="#">Schedule F</a>	Debenture and Short Term Debt	<a href="#">232</a>	Community Parks – Area B
<a href="#">Schedule G</a>	Summary of Reserve Fund Balances	<a href="#">233</a>	Community Parks – Area C
<a href="#">Schedule H</a>	Historical Assessment By Jurisdiction	<a href="#">234</a>	Community Parks – Area D
<a href="#">Schedule I</a>	Requisition Breakdown	<a href="#">235</a>	Community Parks – Area E
<a href="#">Schedule J</a>	General Budget Information	<a href="#">236</a>	Community Parks – Area F
<a href="#">Schedule K</a>	Historical Parcel Taxes - Utility Systems	<a href="#">237</a>	Community Parks – Area G
<a href="#">Schedule L</a>	Historical User Fees - Utility Systems	<a href="#">238</a>	Community Parks – Area H
		<a href="#">239</a>	Community Parks – Area I



<https://cvrd.ca/1143/Parcel-Taxes>



The screenshot shows the CVRD website's 'Services' page. At the top, there is a navigation bar with the CVRD logo, a 'Careers' button, social media icons for Facebook, Twitter, YouTube, and Instagram, a search bar, and a settings gear icon. Below the navigation bar is a teal header with four main categories: 'About CVRD', 'Parks & Recreation', 'Services', and 'I Want To...'. The 'Services' category is expanded, showing a grid of service links. A red arrow points to the 'Maps & GIS' link. Under the 'Services' category, there is a list of municipalities: 'City of Duncan', 'Municipality of North Cowichan', 'Town of Ladysmith', and 'Town of Lake Cowichan', with a 'View All' link below them. The URL at the bottom of the screenshot is <https://cvrd.ca/58/Services>.



Addressing

GIS Downloads

Home > Services > Maps & GIS

## The CVRD Web Map

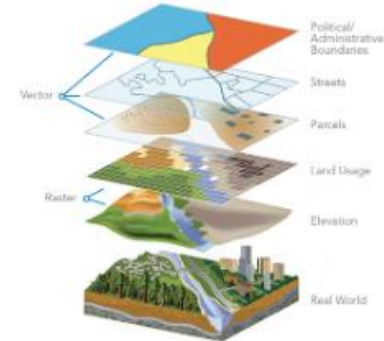
For interactive parcel information, please view our web map by clicking on the image below or click on the layer image to view available GIS data.

The CVRD Public Web Map has been updated. Thank you for your patience. We are working to update other web applications in the coming weeks. Please contact the CVRD GIS with any concerns.

### Web Map



### Download GIS Data



### Heritage Tour



### Watershed Atlas



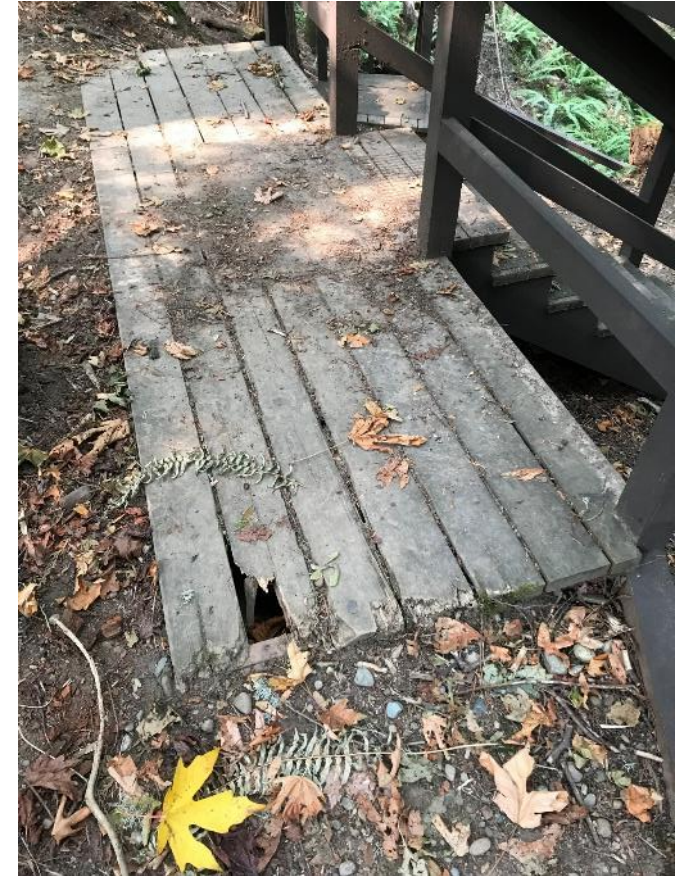
# General Park & Trail User Feedback

- Recognize many of you spend time in your local parks and on the trails
- CVRD values timely reporting of incidents or conditions where public safety and/or CVRD infrastructure are at risk
- Email/text with photos (preferred) or telephone the CVRD to report as soon as it safe/convenient to do so



Split rail  
damaged from  
vehicle impact

CVRD receives up to 20 +/- reports a week from public requiring response.



Damaged board  
on stair landing



Trail flooding  
& closure

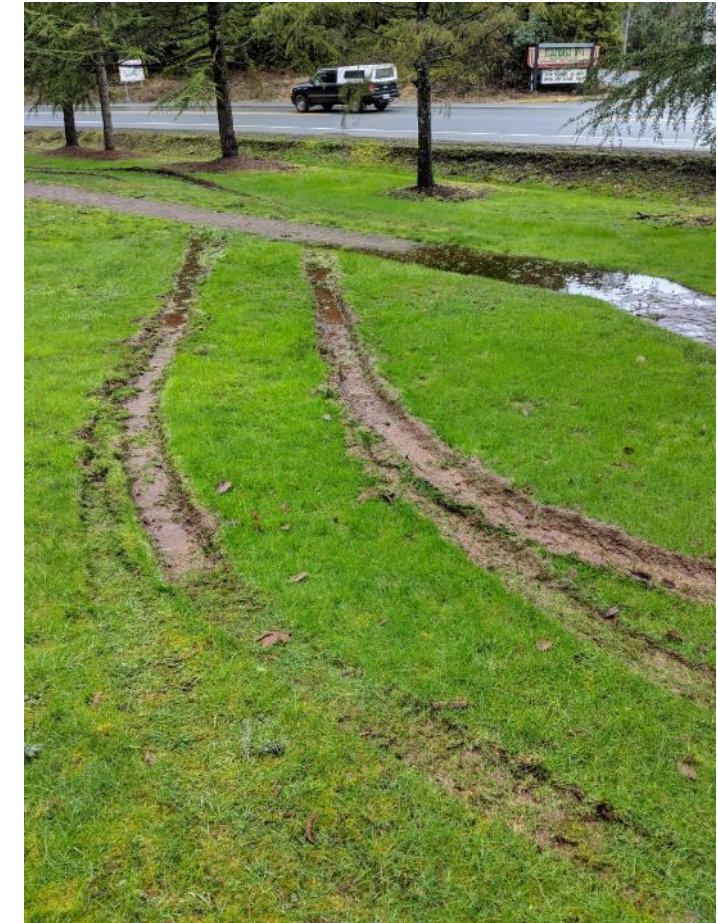
Reports from public are logged and prioritized for response/action, depending on severity and level of risk.



Erosion damage to park infrastructure  
and increased public risk exposure



Graffiti on interpretive signage



Vehicle driven across grass field

Quick response to vandalism discourages further damage.

# Reporting to CVRD

Email: [parks@cvrld.bc.ca](mailto:parks@cvrld.bc.ca)

Tel.: 250.746.2660 (Parks & Trails Division)

Tel.: 250.746.2500 (CVRD Reception)

Fallen trees across  
trails or on/near  
park infrastructure

