



## Notice of Meeting and Meeting Agenda Regional Parks Committee

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Wednesday, February 26, 2025

9:30 AM

6th Floor Boardroom  
625 Fisgard St.  
Victoria, BC V8W 1R7

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J. Brownoff (Chair), C. Harder (Vice Chair), C. Coleman, S. Goodman, G. Holman,  
M. Tait, S. Tobias, K. Williams, R. Windsor, C. McNeil-Smith (Board Chair, ex officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [25-0174](#) Minutes of the November 27, 2024 Regional Parks Committee Meeting

**Recommendation:** That the minutes of the Regional Parks Committee meeting of November 27, 2024 be adopted as circulated.

**Attachments:** [Minutes - November 27, 2024](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

*The public are welcome to attend CRD meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.bc.ca/address](http://www.crd.bc.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

**6.1.      [25-0039](#)      2025 Regional Parks Committee Terms of Reference**

**Recommendation:**    There is no recommendation. This report is for information only.

**Attachments:**        [Staff Report: 2025 Regional Parks Committee ToR](#)  
                                 [Appendix A: 2025 Regional Parks Committee ToR - Approved Jan 8, 2025](#)  
                                 [Appendix B: 2025 Regional Parks Committee ToR - Redlined](#)

**6.2.      [25-0188](#)      Species at Risk Ecological Monitoring Report**

**Recommendation:**    There is no recommendation. This report is for information only.

**Attachments:**        [Staff Report: Species at Risk Ecological Monitoring Report](#)

**7. Notice(s) of Motion****8. New Business****9. Adjournment**

The next meeting is March 26, 2025.

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

## **Meeting Minutes**

### **Regional Parks Committee**

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**Wednesday, November 27, 2024**

**9:30 AM**

**6th Floor Boardroom  
625 Fisgard St.  
Victoria, BC V8W 1R7**

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#### **PRESENT**

Directors: J. Brownoff (Vice Chair), C. Coleman, C. Harder, G. Holman (EP), M. Tait (9:34 am) (EP), S. Tobias (9:34 am) (EP), M. Wagner (for S. Goodmanson), K. Williams, R. Windsor, C. McNeil-Smith (Board Chair, ex officio)

Staff: T. Robbins, Chief Administrative Officer; G. Harris, Acting General Manager, Parks, Recreation & Environmental Services; M. MacIntyre, Senior Manager, Regional Parks; S. May, Senior Manager, Facilities Management and Engineering Services; D. Gareau, Manager, Park Planning and Development; G. Tokgoz, Manager, Regional Trails and Trestles Renewal; C. Oberg, Planner, Regional Parks; M. Lagoa, Deputy Corporate Officer; T. Phillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director S. Goodmanson

The meeting was called to order at 9:30 am.

#### **1. Territorial Acknowledgement**

Director Coleman provided a Territorial Acknowledgement.

#### **2. Approval of Agenda**

**MOVED by Alternate Director Wagner, SECONDED by Director Coleman,  
That the agenda for the November 27, 2024 Regional Parks Committee meeting  
be approved.  
CARRIED**

#### **3. Adoption of Minutes**

##### **3.1.     [24-1273](#)     Minutes of the October 23, 2024 Regional Parks Meeting**

**MOVED by Director Coleman, SECONDED by Director Harder,  
That the minutes of the Regional Parks Committee meeting of October 23, 2024  
be adopted as circulated.  
CARRIED**

**Directors Tait and Tobias joined the meeting electronically at 9:34 am.**

#### 4. Chair's Remarks

Acting Chair Brownoff had no Chair's remarks

#### 5. Presentations/Delegations

There were no presentations or delegations.

#### 6. Committee Business

6.1. [24-1209](#) Wigglesworth Lake Regional Park - Interim Management Guidelines

M. MacIntyre spoke to Item 6.1.

**MOVED by Director Windsor, SECONDED by Director Coleman,  
The Regional Parks Committee recommends to the Capital Regional District  
Board:  
That the Wigglesworth Lake Regional Park Interim Management Guidelines be  
adopted.  
CARRIED**

6.2. [24-1219](#) 2024 Capital Regional District Regional Parks and Trails Resident Survey

C. Oberg spoke to Item 6.2.

Discussion ensued regarding:

- the challenge of balancing conservancy, culture, and recreation
- tracking and managing park activities that may be detrimental to conservancy
- clarification of the land acquisition fund restrictions
- initiatives to increase user safety in parks and on trails
- incentives to engage the younger demographic in future surveys
- engagement through tourism centres

**MOVED by Director Coleman, SECONDED by Director Harder,  
The Regional Parks Committee recommends to the Capital Regional District  
Board:  
That the Resident Survey results and final report be adopted and published on  
the CRD website.  
CARRIED**

6.3. [24-1208](#) Regional Trestles Renewal, Trails Widening and Lighting Project Update -  
November 2024

G. Tokgoz spoke to Item 6.3.

Discussion ensued regarding clarification of the trestle operating agreements.

**MOVED by Director Windsor, SECONDED by Alternate Director Wagner,  
The Regional Parks Committee recommends to the Capital Regional District  
Board:  
That the Regional Trestles Renewal, Trails Widening and Lighting Project Update  
- November 2024 be forwarded to the Transportation Committee for information.  
CARRIED**

**7. Notice(s) of Motion**

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director Coleman, **SECONDED** by Director Windsor,  
That the November 27, 2024 Regional Parks Committee meeting be adjourned at  
10:31 am.  
**CARRIED**

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CHAIR

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RECORDER

**REPORT TO REGIONAL PARKS COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 26, 2025**

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**SUBJECT**     **2025 Regional Parks Committee Terms of Reference**

**ISSUE SUMMARY**

To provide the 2025 Regional Parks Committee Terms of Reference for information.

**BACKGROUND**

Under the *Local Government Act* and the CRD Board Procedures Bylaw, the CRD Board Chair has the authority to establish standing committees and appoint members to provide advice and recommendations to the Board.

On January 8, 2025 the CRD Board approved the 2025 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the committees and members.

The Regional Parks Committee TOR was updated to remove the overly prescriptive timing for the schedule of committee meetings by removing the words “except August and December”. In addition, the General Manager title has been updated to reflect recent changes with CRD Evolves.

The approved 2025 Regional Parks Committee TOR is attached as Appendix A, and a redlined copy is attached as Appendix B.

The TOR are being provided for information to the Committee. Any proposed revisions to the TOR will require ratification by the Board.

**CONCLUSION**

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members. Any future revisions to the TOR will require ratification by the Board.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Luisa Jones, General Manager, Recreation, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: 2025 Regional Parks Committee Terms of Reference - Approved  
Appendix B: 2025 Regional Parks Committee Terms of Reference - Redlined



## **REGIONAL PARKS COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Regional Parks Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding regional parks.

The Committee's official name is to be:

Regional Parks Committee

### **1.0 PURPOSE**

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:
  - i. Regional parks, including land acquisition, management, operations and programs
  - ii. Regional Parks Strategic Plan, Land Acquisition Strategy

### **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

### **3.0 COMPOSITION**

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.



#### **4.0 PROCEDURES**

- a) The Committee shall meet on a monthly basis and have special meetings, as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

#### **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of Parks, Recreation and Environmental Services will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

*Approved by CRD Board January 8, 2025*



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*Approved by CRD Board* \_\_\_\_\_

**REPORT TO REGIONAL PARKS COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 26, 2025**

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**SUBJECT**     **Species at Risk Ecological Monitoring Report**

**ISSUE SUMMARY**

To update the Regional Parks Committee on the Capital Regional District's (CRD) Regional Parks and Trails Species at Risk Monitoring Program.

**BACKGROUND**

The CRD's regional parks and trails play an important role in protecting ecologically important values within their land base, and to enhance and better preserve these values, the CRD's Regional Parks Division provides a Species at Risk Monitoring Program.

The Species at Risk Act (SARA) federally protects threatened and endangered species to prevent their extinction and helps them recover from human-related threats. SARA identifies critical habitats essential for the survival or recovery of these species. While SARA mainly applies to federal lands, the CRD is responsible for protecting species at risk within its regional parks and trails. The BC Ministry of Environment's Conservation Data Centre also conducts assessments to support recovery efforts. Protecting these species in regional parks and trails requires understanding their locations and what threats they face to ensure compliance with relevant laws. In 2023, CRD Regional Parks expanded its team by adding two conservation technicians to monitor ecological values in regional parks and trails. They launched a Species at Risk Monitoring Program to prioritize and track species most at risk of extinction or other threats. The program aims to:

- Compile a comprehensive inventory of priority species.
- Identify and mitigate known threats.
- Increase awareness and foster stewardship for species recovery.

Additionally, the program supports and informs provincial and federal species assessments and recovery efforts.

The first two years of the program prioritized rare plants and the threatened pacific coast population of western painted turtles (*Chrysemys picta bellii*) as a pilot study. Surveys were conducted for 33 plant species within 18 regional parks, and 17 of those species were observed and inventoried. The main threats to these plants include invasive species and trampling. To protect them, recommended actions are invasive plant management, fencing and educational signage. In 2023 and 2024, staff implemented 20 actions to protect 11 species at risk within 11 regional parks. The ongoing monitoring and coordinated efforts to mitigate threats will continue.

In 2023, staff conducted surveys for western painted turtles at Matheson Lake Regional Park and in 2024 at Elk/Beaver Lake Regional Park and the former Royal Oak Golf Course property. The project aimed to increase the understanding of habitat use, nesting activity and the relative

abundance of native western painted turtles and non-native pond sliders. Staff used visual observation and remote wildlife cameras in suitable habitats and nesting areas.

Native turtles were observed in all three parks, and threats such as recreational disturbance, predation and invasive species were identified. Staff and volunteers removed invasive species from three known nesting sites in two regional parks. Turtle nesting activity was confirmed at Matheson Lake Regional Park and in October 2024, fencing and educational signage were installed to reduce recreational impacts on nesting habitat. Ongoing monitoring and maintenance of nesting areas are planned to continue in future years.

## **IMPLICATIONS**

### *Alignment with Existing Plans & Strategies*

The CRD's Species at Risk Monitoring Program aligns with the CRD Board priorities and the Regional Parks and Trails Strategic Plan 2022-2032. The program aims to enhance environmental stewardship, protect ecological values, improve visitor experiences and support First Nations reconciliation. A key success indicator in the Strategic Plan is increased protection of at-risk species and ecosystems in regional parks.

### *Climate Implications*

The program is currently being expanded by staff to monitor broader ecological values. This includes identifying key indicators of climate change and assessing climate change impacts in regional parks and trails.

### *Financial Implications*

In the first two years of the program, several recommended actions have been implemented in regional parks to mitigate threats and enhance habitats for the recovery of species at risk. These efforts are funded by the core operational budget and annual contributions from Environment and Climate Change Canada's Priority Places for Species at Risk funding (\$60,000 annually). Staff will continue to implement mitigation actions as resources allow and seek external funding for future priorities.

### *First Nations Implications*

In the first two years, the program focused on species at risk, identified by federal and provincial guidelines, using Western scientific methods. Staff are now working with Indigenous partners to inventory species of cultural importance and aim to expand the program to protect these values as well. The program currently does not include Traditional Ecological Knowledge (TEK). Understanding both TEK and Western scientific knowledge and integrating them into the monitoring program is an important next step.

### *Intergovernmental Implications*

Sharing data with intergovernmental partners is an important component of this program. The program contributes to improved assessment of the status of species at risk and supports provincial and federal recovery efforts.

### *Service Delivery Implications*

The program is mainly supported by staff who monitor ecological values in regional parks and trails. It will continue to expand to monitor more priority species and ecosystems, support the environmental impact assessment program and assess the overall ecological health of parks and trails. To better understand species at risk, staff started a volunteer-based eco-monitoring program in collaboration with the Ministry of Water, Land and Resource Stewardship. Continued strategic monitoring of ecological values will support management decisions and actions in regional parks.

### *Social Implications*

Visitors to regional parks may notice new signs and fencing that may change their experience in some areas. These improvements include better conservation fencing at Island View Beach Regional Park to protect the endangered contorted-pod evening-primrose (*Camissonia contorta*) and new fencing at Matheson Lake Regional Park to protect critical nesting areas for western painted turtles. Staff greatly appreciate the public's cooperation in protecting these important areas and welcome reports of unique and rare species in regional parks and trails.

## **CONCLUSION**

The *Federal Species at Risk Act* obligates the CRD to protect species at risk within its regional parks and trails. In 2023, the Regional Parks Division started the Species at Risk Monitoring Program to inventory priority species, identify threats and support their recovery. After two years, staff surveyed 33 plant species across 18 regional parks and western painted turtles in three parks, and actions were taken to mitigate threats. The program will continue to expand to identify more species and locations, including culturally important species identified by Indigenous partners.

## **RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer