

PARKS AND RECREATION COMMITTEE MEETING – AGENDA

Agenda for the Parks and Recreation Committee Meeting scheduled for Tuesday, October 10, 2017 at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

Recommendation: That the Agenda be approved as circulated.

3. MINUTES

(a) Minutes of the Meeting held on December 15, 2016

page 1

Recommendation: That the Minutes of the Parks and Recreation Committee Meeting held on December 15, 2016 be adopted as circulated.

(b) Minutes of the Meeting held on June 21, 2017

page 5

Recommendation: That the Minutes of the Parks and Recreation Committee Meeting held on June 21, 2017 be adopted as circulated.

4. BUSINESS ARISING FROM THE MINUTES

5. UNFINISHED BUSINESS

6. NEW BUSINESS

(a) Trail Connectivity

page 9

See meeting minutes of December 15, 2016, item 8(a).

(b) Partnership with TORCA

page 11

See (1) meeting minutes of September 15, 2016, item 4(a); (2) meeting minutes of December 15, 2016, item 8(a); and (3) Letter dated March 21, 2017 from the Village.

(c) Memorial Bench Program

page 15

See (1) meeting minutes of September 15, 2016, item 8(a); and (2) Regular Council Meeting minutes of January 24, 2017.

(d) Adopt a Trail Program

page 17

See meeting minutes of September 15, 2016, item 8(b).

7. ADJOURNMENT



PARKS and RECREATION COMMITTEE – MINUTES

Minutes of the Parks and Recreation Committee Meeting held on Thursday, December 15, 2016 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

MEMBERS PRESENT

Councillor Paul Weverink (Chair)
Mike Dykstra
Susan Mueckel
Bruce Scatchard

OTHERS PRESENT

Luke Guerin, Operations Superintendent
Steve Sheldon, Tri-Cities Off Road Cycling Association (TORCA)
Herbert Mueckel, Anmore Resident

1. CALL TO ORDER

Chair Weverink called the meeting to order at 7:05 p.m.

2. ADDITIONS AND DELETIONS TO THE AGENDA

Nil

3. APPROVAL OF THE AGENDA

It was Moved and Seconded:

“That the Agenda be approved.”

Carried Unanimously

4. DELEGATIONS

Nil

5. MINUTES

(a) Minutes of the Committee Meeting held on September 15, 2016

It was Moved and Seconded:

“That the Minutes of the Parks and Recreation Committee Meeting held on September 15, 2016 be adopted as circulated.”

Carried Unanimously

6. BUSINESS ARISING FROM THE MINUTES

Nil

7. UNFINISHED BUSINESS

Nil

8. NEW BUSINESS

(a) Anmore Trail Network

Members discussed with Steve Sheldon and Herbert Mueckel possibility of connection and integration of Anmore’s trail network.

Herbert Mueckel provided the following historical information:

- In the early-1980’s, the Mueckel family applied for partial government funding trail projects to provide assistance to people who were unemployed.
- 20 km of trails (approximate) were built around Buntzen Lake area, which took about five and half years to complete.
- The work had to be planned, registered and approved by government jurisdictions.
- At the time, the trails were emphasized as use for horseback riding, as well as biking and hiking.
- Trails included areas within Anmore, prior to incorporation, Buntzen Lake, the outskirts of Belcarra Park and provincial Crown land.

Herbert Mueckel advised that, when building and obtaining ‘good’ trails, the following important steps should be taken:

1. Scouting the terrain to minimize steep slopes
2. Finding locations with good ground surface
3. Constructing good drainage
4. Keeping up with maintenance

Herbert Mueckel provided background information on the Wilderness Recreation and Parks Association (WRAP) that had started in 1998 to maintain trails, advising that the Association had more than 100 volunteers and was registered in Victoria, insured. With the tremendous increase in insurance costs, WRAP was shut down in 2005, and all tools

purchased by WRAP, including a GPS unit, were turned over to the Village as they were required to be submitted to a government authority.

Following are highlights of Committee discussion with Steve Sheldon:

- TORCA consists of approximately 230 people, with membership of \$20.00 paid annually, including \$10.50 for insurance.
- TORCA's hopes to educate people about their presence and what they are about.
- Riders would like an alternative to East Road by connecting through trails instead.
- TORCA is helping to redevelop trails in Coquitlam (e.g. Riverview Forest and others in Burke Mountain).
- TORCA is currently growing a great relationship with the City of Port Moody, and is developing two multi-use trails that are legally sanctioned and recognized, along with another four trails that are under review.
- The Buntzen Lake Park Manager informed Herbert Mueckel that some trails that have not been maintained may have to be closed.
- Trail running and dog walking groups have offered assistance with maintaining trails.
- Discussions are needed with BC Hydro regarding Buntzen Lake trails; this may not be a Village priority at this time.
- TORCA has started dialogue with a BC Hydro park land representative.
- The trail network is a noted priority in the Anmore Official Community Plan.
- The Village lacks resources to maintain all trails within Anmore. TORCA could possibly assist, if the Village declares specific trails as 'multi-use'.
- TORCA could help to educate and empower people with creation of a trail association.
- TORCA might be able to provide assistance for a Village trail that connects with a mountain bike trail, if it cannot be maintained by the Village.
- Bella Terra and Pinnacle Ridge trails could be deemed as priority trails.
- In future, TORCA would like to be included in dialogue and offer their resources where future development in the Village provides an opportunity for trails that would benefit mountain bikers.

It was Moved and Seconded:

“That the Village consider partnering with TORCA to build and maintain multi-use trails where opportunity exists; and that the Village review TORCA’s Whistler Trail Standard and consider adopting it for our Parks Master Plan as the standard for our multi-use trails; and that the Village review TORCA’s insurance and advise if TORCA can work in the Village without any liability issues or concerns.”

Carried Unanimously

9. **ADJOURNMENT**

It was Moved and Seconded:

“To adjourn the meeting.”

Carried Unanimously

The meeting adjourned at 8:10 p.m.

Certified Correct:

Approved:

Christine Milloy
Manager of Corporate Services

Councillor Paul Weverink
Chair, Parks and Recreation Committee

PARKS AND RECREATION COMMITTEE MEETING – MINUTES

Minutes of the Parks and Recreation Committee Meeting held on Wednesday, June 21, 2017 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



MEMBERS PRESENT

Councillor Kim Towbridge (Chair)
Mike Dykstra
Polly Krier
Susan Mueckel
Bruce Scatchard

MEMBERS ABSENT

Nil

OTHERS PRESENT

Mayor John McEwen
Christine Milloy, Manager of Corporate Services

1. CALL TO ORDER

Chair Trowbridge called the meeting to order at 7:02 p.m.

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

“THAT THE AGENDA BE APPROVED AS CIRCULATED.”

CARRIED UNANIMOUSLY

3. MINUTES

Nil

4. BUSINESS ARISING FROM THE MINUTES

Nil

5. UNFINISHED BUSINESS

Nil

6. NEW BUSINESS

(a) Welcome and Introductions

Chair Trowbridge welcomed members to the new Committee term, and then members introduced themselves and reported their interests in being involved with the Committee.

(b) Committee Orientation

- Christine Milloy presented the Committee Orientation. Highlighted questions and concerns raised during the presentation included:
 - Skeleton notes are all that are required by the designated note taker
 - 3 members including the chair are considered quorum
 - Keep conversation general in nature, not to include a specific property unless directed by council
 - A clear motion will be required for council or staff in order for it to be act upon
 - Once a resolution has been passed at the committee meeting, it could be included on the next regular council meeting
 - It was clarified that the staff liaison attends meeting when requested whereas the Manager Corporate Services manages the committee.

(c) Review 2016 Action Item List and Discuss Objectives for Current Term

- Committee reviewed the 2016 action items and discuss desired objectives for the current term. Highlighted comments are noted as follows.
- Committee requested that staff provide a copy of the Parks Master Plan to member Polly Krier, noting that other members already have copies.
- Committee requested that staff provide a copy of trail maps to all members.
- Committee requested that staff investigate the requirements for the Mossom Creek Bridge project.
- Committee discussed the following matters as possible options for review during their term:
 - Stairs at Summerwood Lane
 - Trail network
 - Mossom Creek Bridge project
 - Zoning bylaw
 - New upcoming developments

It was MOVED and SECONDED:

“THAT WE ASK THAT STAFF PROVIDE US WITH THE RESULTS OF THE INVESTIGATION AS IT RELATES TO THE DRAINAGE AT SPIRIT PARK.”

CARRIED UNANIMOUSLY

It was MOVED and SECONDED:

“THAT WE ASK STAFF TO INVESTIGATE THE VALIDITY OF THE ENVIRONMENTAL STUDY FROM ISL ENGINEERING DATED OCTOBER 14 2015; AND ASK STAFF TO ESTABLISH CURRENT COSTS TO COMPLETE THE MOSSOM CREEK BRIDGE PROJECT.”

CARRIED UNANIMOUSLY

It was MOVED and SECONDED:

“THAT WE ASK STAFF TO INVESTIGATE THE COSTS OF BUILDING THE STAIRS AT SUMMERWOOD LANE.”

CARRIED UNANIMOUSLY

- Committee requested that staff forward the following list to Council for approval:
 - Trail connectivity
 - Partnership with TORCA
 - Memorial bench program
 - Adopt a Trail program

- Committee requested that staff provide an update on the following matters:
 - Memorial bench program
 - Adopt a trail program
 - Partnership with TORCA
 - Copies of trail maps and village’s GIS mapping
 - Amount (\$) in the Village’s Parks Reserve.

7. ADJOURNMENT

It was MOVED and SECONDED:

“TO ADJOURN.”

CARRIED UNANIMOUSLY

The meeting adjourned at 8:38 p.m.

Certified Correct:

Approved:

Christine Milloy
Manager of Corporate Services

Councillor Kim Trowbridge
Chair, Parks and Recreation Committee

EXCERPT - Parks & Recreation Committee Meeting Minutes – December 15, 2016

8. NEW BUSINESS

(a) Anmore Trail Network

Members discussed with Steve Sheldon and Herbert Mueckel possibility of connection and integration of Anmore's trail network.

Herbert Mueckel provided the following historical information:

- In the early-1980's, the Mueckel family applied for partial government funding trail projects to provide assistance to people who were unemployed.
- 20 km of trails (approximate) were built around Buntzen Lake area, which took about five and half years to complete.
- The work had to be planned, registered and approved by government jurisdictions.
- At the time, the trails were emphasized as use for horseback riding, as well as biking and hiking.
- Trails included areas within Anmore, prior to incorporation, Buntzen Lake, the outskirts of Belcarra Park and provincial Crown land.

Herbert Mueckel advised that, when building and obtaining 'good' trails, the following important steps should be taken:

1. Scouting the terrain to minimize steep slopes
2. Finding locations with good ground surface
3. Constructing good drainage
4. Keeping up with maintenance

Herbert Mueckel provided background information on the Wilderness Recreation and Parks Association (WRAP) that had started in 1998 to maintain trails, advising that the Association had more than 100 volunteers and was registered in Victoria, insured. With the tremendous increase in insurance costs, WRAP was shut down in 2005, and all tools purchased by WRAP, including a GPS unit, were turned over to the Village as they were required to be submitted to a government authority.

Following are highlights of Committee discussion with Steve Sheldon:

- TORCA consists of approximately 230 people, with membership of \$20.00 paid annually, including \$10.50 for insurance.
- TORCA's hopes to educate people about their presence and what they are about.

- Riders would like an alternative to East Road by connecting through trails instead.
- TORCA is helping to redevelop trails in Coquitlam (e.g. Riverview Forest and others in Burke Mountain).
- TORCA is currently growing a great relationship with the City of Port Moody, and is developing two multi-use trails that are legally sanctioned and recognized, along with another four trails that are under review.
- The Buntzen Lake Park Manager informed Herbert Mueckel that some trails that have not been maintained may have to be closed.
- Trail running and dog walking groups have offered assistance with maintaining trails.
- Discussions are needed with BC Hydro regarding Buntzen Lake trails; this may not be a Village priority at this time.
- TORCA has started dialogue with a BC Hydro park land representative.
- The trail network is a noted priority in the Anmore Official Community Plan.
- The Village lacks resources to maintain all trails within Anmore. TORCA could possibly assist, if the Village declares specific trails as 'multi-use'.
- TORCA could help to educate and empower people with creation of a trail association.
- TORCA might be able to provide assistance for a Village trail that connects with a mountain bike trail, if it cannot be maintained by the Village.
- Bella Terra and Pinnacle Ridge trails could be deemed as priority trails.
- In future, TORCA would like to be included in dialogue and offer their resources where future development in the Village provides an opportunity for trails that would benefit mountain bikers.

It was Moved and Seconded:

“That the Village consider partnering with TORCA to build and maintain multi-use trails where opportunity exists; and that the Village review TORCA’s Whistler Trail Standard and consider adopting it for our Parks Master Plan as the standard for our multi-use trails; and that the Village review TORCA’s insurance and advise if TORCA can work in the Village without any liability issues or concerns.”

Carried Unanimously

EXCERPT - Parks & Recreation Committee Meeting Minutes – September 15, 2016

4. DELEGATIONS

(a) Tri-Cities Off Road Cycling Association (TORCA)

Steve Sheldon, Board Director, described that the association is a registered charity with a goal to be a voice for the mountain bike community within the tri-cities, as well as providing maintenance, advocacy and protection for trail networks. He further presented that TORCA is working with the provincial government on a section 57 agreement, to legitimize all trails on Crown land. He noted that the association has an agreement for trails in the City of Port Moody and that they have worked with the City of Coquitlam and Parks BC for trails located on Burke Mountain.

Mr. Sheldon reported that TORCA wishes to work with Anmore to learn what would add value for residents and provide access for people coming through Anmore.

Chair Weverink noted that trails were universally desired in Anmore at the time the Parks Master Plan was implemented.

Action item: *Invite TORCA to the next meeting when all members are present, including Luke Guerin, Operations Superintendent, to continue discussions.*

Action item: *Invite Herb Mueckel to the next scheduled meeting to provide members with the history and context on trails in the area from his days involved with RAPP.*

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It was Moved and Seconded:

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Carried Unanimously

COPY – Letter dated March 21, 2017 from the Village

March 21, 2017

To whom it may concern:

Re: Letter of Support for the Tri-Cities Off Road Cycling Association (TORCA).

At its Regular Meeting on March 7, 2017, Village of Anmore Council passed the following resolution:

“That the Village of Anmore support TORCA by issuing a letter of reference, speaking to the character and nature of TORCA, and positive impact TORCA has on our community in regards to the development and maintenance of trails in the area”

The Village of Anmore has been in recent discussions with TORCA to improve the trail systems in and around our municipal boundaries. The Section 57 proposal that TORCA has put forward is one that will support these endeavours.

Having direct past experience with TORCA in the City of Port Moody, I can account for the strong character of the organization as well as their commitment and contribution to improving trails for mountain bikers. Their work improves safety and increases the ability for use for all types of trail users. TORCA also ensures that minimum trail standards are met, while relying minimally on municipal resources.

Outside of the physical trail work, TORCA promotes healthy living by holding various community events throughout the year. TORCA has a positive impact on the communities within the Tri-Cities and the Village of Anmore is looking forward to continuing our relationship and working towards a stewardship agreement for trails within our municipal borders.

If you have any questions, please don't hesitate to contact me.

Yours truly,

COPY

Juli Kolby, SCMP, CRM
Chief Administrative Officer

Cc: Steve Sheldon, Director of Trails, TORCA

EXCERPT - Parks & Recreation Committee Meeting Minutes – September 15, 2016

8. NEW BUSINESS

(a) Memorial Bench Program

Highlights of discussion regarding this matter are noted as follows:

- Possibly place community award winners or memorial benches at bus stop locations.
- Some municipalities offer memorial benches for purchase, with placement at a location for up to a 10-year term.

It was Moved and Seconded:

“That the Village identify locations at bus stops and along community trails for bench locations, and give us a rough number to proceed with looking into a memorial bench program, charges, how many benches we could offer to people, then put it out to the community, and locate those benches in the areas that we identified.”

Carried Unanimously

8. Items Removed from the Consent Agenda

(a) Anmore Parks and Recreation Committee Meeting held September 15, 2016

It was MOVED and SECONDED:

R13/2017

“THAT THE VILLAGE IDENTIFY LOCATIONS AT BUS STOPS AND ALONG COMMUNITY TRAILS FOR BENCH LOCATIONS, AND GIVE US A ROUGH NUMBER TO PROCEED WITH LOOKING INTO A MEMORIAL BENCH PROGRAM, CHARGES, HOW MANY BENCHES WE COULD OFFER TO PEOPLE, THEN PUT IT OUT TO THE COMMUNITY, AND LOCATE THOSE BENCHES IN THE AREAS THAT WE IDENTIFIED.”

CARRIED UNANIMOUSLY

EXCERPT - Parks & Recreation Committee Meeting Minutes – September 15, 2016

8. NEW BUSINESS

(b) Adopt-A-Trail Program

Chair Weverink reported that many trails are deteriorating in the Village and he suggested initiating an Adopt-A-Trail Program for residents to take care of trails located on their property.

Action item: *Ask Staff to research Adopt-a-Trail Programs in other municipalities and bring forward information for the Committee to review.*