

**Minutes of the Cowichan Station/Glenora/Sahtlam Parks and Recreation Commission Meeting, held on May 21<sup>st</sup>, 2009 at 7:00 p.m. at Glenora.**

---

**Present:** Director Loren Duncan, Howard Heyd, Phil Gates, John Ramsey, Larry Whetstone, Ron Smith and Frank McCorkell.

**On-site Tour:** Prior to holding the Commission meeting at the Glenora Community Hall there was an on-site tour of the Glenora Staging Area Community Park which included the above mentioned commission members, Director Duncan and nine representatives from various equestrian and riding clubs in the Cowichan Valley.

The purpose of the tour was to look at a portion of the community park that may be suitable for use by recreation trail riders as a jumping off point to access area trails. Following the tour the commission and guests reconvened at the Glenora Hall where there was a general discussion of the site's suitability, needs of the horses and riders, and assistance from club members in the overall planning and development of the area. It was generally agreed that there is a need to accommodate this form of recreational use within the Cowichan Valley, that the area looked at was very suitable and on-site development could be undertaken quickly and at minimal costs. Some of the needs would include, water to the site, signage at the parking lot and a map showing the way to access trails, some hitching posts, small corrals, some fencing (cedar rail) in certain areas around the parking lot.

It was suggested that the present kiosk sign could be moved to the parking lot area as another sign is to be put on the side of the new washrooms. The Trail Etiquette and Best Practices Code could be put on one side of the sign. There are to be some provincial association meetings taking place over the next month and those attending these meetings will be asking for design layout ideas and possible sources of funding. There was a request for a site plan of the park so they could sketch out areas where various facilities could be located.

Finally, the riding club members also will be listing some of the other needs to ensure that the area rails and especially the high bridges (e.g. high enough railings) allow for safe use by trail riders and their horses.

The Commission indicated they will be working closely with the club executive over the next month or so and will get together again once their ideas are outlined on a site plan and written down. The Chair indicated he will try and get a site plan of the park and send it to members by e-mail in the next week.

At this point, at approximately 8:50 the guests left the meeting.

**Minutes:**

The minutes of the April 20<sup>th</sup>, 2009 meeting were distributed and reviewed by the Commission members.

**Business Arising:**

The comments submitted by the Parks and Recreation Commission members to the Advisory Planning Committee (APC) as well as a copy of the recommendation from the APC to the Development Services Department were provided to all members.

## **Minutes of the Parks and Recreation Commission meeting of May 21, 2009 continued:**

### **New Business:**

1. Community Parks Commission Chairs Meeting. Ron Smith outlined some of the highlights of the meeting. These included the amount of development, including new parks being planned around the Cowichan Valley, the changes in the Parks Department, need to start the 2010 preliminary budget by September, the present size of summer staff and need to probably double the size next year.
2. Summer Student Projects. The Chair indicated that the summer staff has started work and some work was done on the Fairbridge Trail. There was still a need to drop a load of gravel where the trail crosses the farm vehicle access point just off Koksilah Road to lift the trail and eliminate the muddy condition at this spot.
3. Memo from Ryan Lendrum. Ryan wishes to know if there are to be any special events at the community parks this year. At the moment none are planned for our parks although there may be one small event at the Glenora Staging Area Park sometime in late August or early September.
4. Cowichan Station School Community Meeting and follow-up meeting. As most of the Commission members present were at the May 4<sup>th</sup> meeting and with the fact that the Chair had met with one of the Directors from the Cowichan Station Community Association and asked for a copy of their 'vision' or potential uses of the school buildings and property, which has not been received to date, it was decided that further discussion was not needed at this time. The Chair indicated that he will attempt to get the above mentioned information so it could be discussed at the next commission meeting.

### **Other Business:**

1. Sahtlam Community Kiosk Sign and Map: Director Duncan told the Commission that the kiosk is nearing completion, however, there is a need for a small amount of additional money to complete the project. This includes the map/ community information and protective plexiglas as well as a small bench at the site. The Commission unanimously recommended that an additional \$1,500 be sent to the Sahtlam Fire Department to complete the project.
2. Equestrian/Trail Riding Staging Area Development: There was commission consensus that there should be immediate development of the east parking lot area at the Glenora Staging Area Community Park to accommodate facilities to enhance the area for Cowichan Valley recreation equestrian and trail riders.

The following initial improvements will include the following:

- extend the water line to the west end of the parking lot
- bring power to site
- install at least two hitching posts at the parking lot and another in the lower area below the new washrooms
- construct eight small paddocks
- move the present kiosk sign (near the washrooms) to the parking lot area.
- installation of fencing between the parking lot and the park road
- designation area for depositing manure and hay plus a general use garbage can

The design and location of some of the improvements will be outlined on the site plan.

**Minutes of the Parks and Recreation Commission meeting of May 21, 2009 continued:**

3. Completion of the Glenora Stating Area Community Park Washrooms: The Commission recommends the following be immediately undertaken with completion by July:

- installation of the hot water showers and completion of the shower stalls with necessary tiling
- install hot water timer activation system
- new information sign(s) for side of the facility.

**Next Meeting:**

The next meeting will be at the call of the Chair.

**Adjournment:**

The meeting adjourned at 9:50 p.m.