



**NOTICE OF
PARKS COMMITTEE MEETING**

**Wednesday
September 8, 2010
Regional District Board Room
175 Ingram Street, Duncan, BC**

3:00 p.m.

A G E N D A

3:00 p.m.	<u>START OF MEETING</u>	<u>Pages</u>
1.	<u>APPROVAL OF AGENDA</u>	1 – 2
2.	<u>ADOPTION OF MINUTES</u>	
	M1 Minutes of Parks Committee Meeting of July 14, 2010	3 – 7
3.	<u>BUSINESS ARISING FROM MINUTES</u>	
4.	<u>DELEGATIONS</u>	
5.	<u>STAFF REPORTS</u>	
	SR1 Staff Report from Dan Brown, Parks and Trails Technician, regarding Cowichan Valley Trail Completion Initiative – Summer 2010 Update	8 – 14
	SR2 Staff Report from Ryan Dias, Parks Operations Superintendent, regarding Use Compliance on the Cowichan Valley Trail	15 – 16
	SR3 Staff Report from Staff Report from Brian Farquhar, Manager, Parks and Trails Division, regarding Regional Parks Mid-Year Budget Status Report	17 – 18
6.	<u>CORRESPONDENCE</u>	
7.	<u>INFORMATION</u>	
8.	<u>NEW BUSINESS</u>	

9. **PUBLIC/PRESS QUESTIONS**

10. **CLOSED SESSION**

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90(1), Subsections as noted in accordance with each agenda item.

CSM1	Minutes of Closed Session Parks Committee meeting of July 14, 2010	19 – 20
CSSR1	Staff report, Section 90(1)(e)	21 – 27
CSSR2	Staff report, Section 90(1)(e) (<i>To be distributed at meeting</i>)	—

11. **NEXT MEETING**

12. **ADJOURNMENT**

NOTE: A copy of the full agenda package is available at the CVRD website www.cvrld.bc.ca

Director M. Dorey, Chair
 Director I. Morrison, Vice Chair
 Director L. Duncan
 Director B. Harrison

Director G. Giles
 Director K. Kuhn
 Director K. Cossey

Director D. Haywood
 Director P. Kent
 Director L. Iannidinardo,

Minutes of the Parks Committee Meeting held on Wednesday, July 14, 2010, at 3:00 p.m. in the Regional District Board Room, 175 Ingram Street, Duncan, BC

PRESENT

Director Mel Dorey, Chair
 Director Ian Morrison, Vice-Chair
 Director Ken Cossey
 Director Loren Duncan
 Director Gerry Giles
 Director Brian Harrison
 Director Lori Iannidinardo
 Director Phil Kent
 Director Dave Haywood

Absent: Director Klaus Kuhn

CVRD STAFF

Brian Farquhar, Manager, Parks and Trails Division
 Mary Anne McAdam, Recording Secretary

APPROVAL OF AGENDA

The Chair noted changes to the agenda, which included one item of New Business and one Closed Session item of New Business.

It was Moved and Seconded
 That the agenda, as amended, be accepted.

MOTION CARRIED

M1 - MINUTES

It was Moved and Seconded
 That the Minutes of the Parks Committee Meeting of May 12, 2010, be accepted.

MOTION CARRIED

BUSINESS ARISING

There was no business arising.

DELEGATIONS

There were no delegations.

STAFF REPORTS

SR1 – Ceevacs Roadrunners – Shawnigan-Kinsol Half Event

Staff Report from Brian Farquhar, Parks and Trails Manager, dated July 7, 2010, regarding Vancouver Island Spine Relay event.

It was Moved and Seconded
 That the application from the Ceevacs RoadRunners to use an approximately 4.0 kilometre section of the Cowichan Valley Trail for Shawnigan-Kinsol Half Marathon running event on Sunday October 31, 2010, be approved subject to the following conditions:

1. Proof of a minimum \$2.0 million liability insurance coverage be provided by the organizers, which covers the event and which also includes the CVRD as an additional insured;

2. A route plan is submitted to the CVRD for review and approval detailing the section(s) of the Cowichan Valley Trail proposed for use as part of the half marathon course;
3. A Course Marshall Plan is submitted prior to the event for CVRD review and approval;
4. Confirmation that there will be appropriate flag persons at all road crossings along sections of the Cowichan Valley Trail corridor used for the event.
5. Confirmation that there will be notices of the event posted along the trail in advance of, and during the day of, the event that will advise other trail users of the race, with such notice wording and locations pre-approved by the Regional District.

MOTION CARRIED

**SR2 – North Cowichan
Request for
Consideration of an
Outdoor Recreation
Park for All-terrain
Vehicles**

Staff Report from Brian Farquhar, Parks and Trails Manager, dated July 8, 2010, regarding a request from the Municipality of North Cowichan to consider the establishment of an Outdoor Recreation Park for All-terrain vehicles.

Discussion ensued.

It was Moved and Seconded

That the Municipality of North Cowichan be advised in response to their letter dated May 20, 2010, that consideration of an Outdoor Recreation Park for All-Terrain vehicles is being deferred by the Regional District pending implementation of Provincial legislation governing off-road vehicle legislation in order to fully assess the implications with respect to opportunities and constraints for all-terrain vehicle recreation within the Cowichan Region.

MOTION CARRIED

**SR3 – Sandy Pool
Regional Park –
Proposed Drift Boat
Launch Relocation**

Staff Report from Ryan Dias, Parks Operations Superintendent, dated July 8, 2010, regarding the Proposed Drift Boat Launch relocation for Sandy Pool Regional Park, presented by Brian Farquhar, Parks and Trails Manager.

Discussion ensued.

It was Moved and Seconded

That the relocation of the Sandy Pool Regional Park drift boat launch to a new site 30 metres downstream be approved, with funding to complete the work (estimated under \$5,000) provided under the Regional Parks Minor Capital, and furthermore that rehabilitation of the river embankment at the existing launch site be undertaken this fall or in 2011 with grant funding received and/or contributions from the British Columbia Drift Boat Fisherman's Association.

MOTION CARRIED

**SR4 –Grant Funding
Approval – Operational
Fuel Management
Project**

Staff Report from Tanya Soroka, Parks and Trails Planner, dated July 8, 2010, presented by Brian Farquhar, Parks and Trails Manager.

Discussion ensued.

It was Moved and Seconded

That Grant Funding approval by the Ministry of Forests and Range for the Operational Fuel Management Project and the Fuel Management Prescription to take place in 3 Regional Parks in the Regional District be received and filed.

MOTION CARRIED

**SR5 – SVI Pedestrian
Railway Crossing
Agreement**

Staff Report from Ryan Dias, Parks and Trails Superintendent, dated July 14, 2010, regarding SVI Railway Crossing Agreement, presented by Brian Farquhar, Parks and Trails Manager.

Discussion ensued.

It was Moved and Seconded

That the Board Chair and Corporate Secretary be authorized to execute the required documents to enter into an agreement with SVI Rail Link (Southern Rail) for the installation and ongoing operation of a public pedestrian railway crossing to access the Cowichan Valley Trail at the Chemainus Train Station.

MOTION CARRIED

It was Moved and Seconded

That staff consult with member municipalities, as well as the CVRD and appointed representatives, and the Executive Director of the Island Corridor Foundation, with regards to pedestrian crossing protocol, standards and costs.

MOTION CARRIED

CORRESPONDENCE

**C1 – Development of
an All Terrain Vehicle
Park**

It was Moved and Seconded

That email correspondence received from Warren Chapman requesting denial of the development of a park for all-terrain vehicles be received, acknowledged, and filed.

MOTION CARRIED

INFORMATION

**IN1 – Citizen News
Article**

It was Moved and Seconded

That the Citizen News Article (May 21, 2010) "*Park for ATV use to go to Regional District*" be received and filed.

NEW BUSINESS

NB1 – News Leader Pictorial Article – Spine Trail It was Moved and Seconded That the News Leader Pictorial Article (July 14, 2010) "*Trail on the Way*" be received and filed.

MOTION CARRIED

NB2 – Celebration Events for the Trans Canada Trail Brian Farquhar, Parks and Trails Manager, provided information on celebration events that are planned for the completion of the Chemainus section of the Trans Canada Trail in late September. Events are also being planned for the completion of the Ladysmith/Saltair and Lake Cowichan/Duncan/North Cowichan sections of the trail.

NB3- Eagle Heights Grasslands Director Loren Duncan provided information on a 2003 study, "The Conservation Values of the Proposed Eagle Heights (located in the Shawnigan area) Protected Area" report to the Regional Director of the Ministry of Water, Land and Air Protection. Parks Manager, Brian Farquhar, indicated that staff will provide a copy of this report to Directors requesting it.

MOTION CARRIED

**PUBLIC QUESTIONS
AND/OR COMMENTS
Mike Lees**

Cowichan Valley ATV Club member, Mike Lees, stated that the Club president's presentation to the Board requesting that the Regional District put together an ATV Users Group to address ATV, dirt bike and mountain bike use in the Cowichan Valley has not yet happened. A statement pertaining to North Cowichan's motion to investigate the establishment of a recreational park for ATVs is something the Cowichan Valley ATV Club does not support. This mature group of ATV riders is focused on negotiating access agreements with local forest companies, as well as local and provincial governments. The idea of a recreation park could be a good idea for those interested in races for dirt bikes and ATVs as it would get them out of the woods and on to a track.

Comments with regard to SR3 – Sandy Pool Regional Park: The road access to the park was originally put in for the fire department to be able to pump water. This access is still used in the event of an emergency, so any changes to this area should take this into consideration.

Would also like to commend Parks staff for removing the under-burden and detritus from the parks, thus reducing the chance of fire.

CLOSED SESSION

It was Moved and Seconded That the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90(1), Subsections as noted in accordance with each agenda item.

MOTION CARRIED

The Committee moved into closed session at 3:55 p.m.

RISE

The Committee rose without report.

NEXT MEETING

To be held Wednesday, September 8, 2010, at 3:00 p.m.

ADJOURNMENT

It was Moved and Seconded
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 4:10 p.m.

Chair

Recording Secretary



STAFF REPORT

PARKS COMMITTEE MEETING OF WEDNESDAY SEPTEMBER 8, 2010

DATE: September 8, 2010 **FILE NO:**

FROM: Dan Brown, Parks Trails Technician **BYLAW NO:**

SUBJECT: Cowichan Valley Trail Completion Initiative – Summer 2010 Update

Recommendation:

This report is received for information purposes.

Purpose:

To inform the Parks Committee on the progress of the Cowichan Valley Trail initiative.

Financial Implications:

The Cowichan Valley Trail – Northern Completion is being funded through grant funding contributions from the Island Coastal Economic Trust (total of \$743,891), Western Economic Diversification (total of \$650,000) and prior-approved Federal Gas Tax Funding (total of \$400,000) and capital funding approved under the Regional Parks budget for 2010. The Board has also authorized up to a \$160,000 short-term loan for the project, if required to achieve grant funding expenditure deadlines in place for early 2011 (March 31st).

Background:

It has been a very productive summer of work on the Cowichan Valley Trail – Northern Completion Initiative, with more progress yet to come in the early fall. Significant gains in new and improved trails have been made, two of three pedestrian bridges have been constructed, and all remaining work identified for 2010 is scheduled to be completed by mid-October.

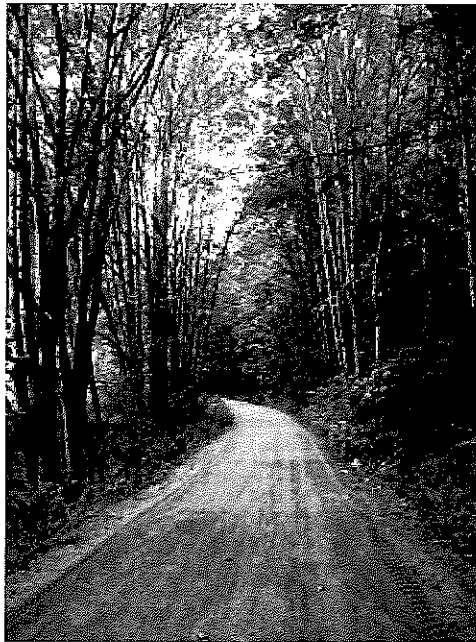
The following provides an update on progress for trail segments between the Town of Lake Cowichan and:

A. Lake Cowichan to Duncan

Over the course of the summer months, a significant amount of work has been performed to upgrade the trail surface between Lake Cowichan and Duncan. Six kilometres of final carpath material has been laid between Sherman Road and the Chinese Cemetery on Payne Road, including a notoriously muddy section behind the Tansor Gas Station which required the trail to be raised nearly three feet in some locations. All sections with poor drainage, amounting to nearly 15 km, have been mitigated with drainage ditches, culverts, and fill material as required. Road base gravel has been laid as a temporary surface material until funding permits finishing with the carpath surface seen in more

urban and high use areas. All of this work means that this 26 km section of trail will be usable year-round (see route map attachment for this section).

Preventing unauthorized access by off highway motorized vehicles has been an ongoing issue. Access points have been monitored throughout the summer and all locations currently being accessed by 4x4 and other vehicles have been closed successfully. However, dirtbikes and ATVs continue to access the trail by various means, for which compliance strategy is being developed for implementation (see separate staff report on this issue).



Lake Cowichan to Duncan – 1 km west of Agira Road

B. Bings Creek Bridge

The 37 metre span Bings Creek Bridge project has been completed and is now accessible to the public. Public support for this crossing has been evident, as this is the only creek crossing between Duncan/North Cowichan and the Town of Lake Cowichan on the rail trail which had restricted public use and enjoyment of the entire 26 kilometre corridor. Currently, final touches are being made in the form of split rail fencing, signage, and planting of vegetation.



Bings Creek Bridge in final construction phase

C. Chemainus Rail with Trail

Phase II of the Chemainus Rail with Trail between Henry Road and Elm Street is near completion. Due to site conditions, the original gabion wall design described in the summary report from May 2010 was replaced with an elevated fill design (pictured below). Upon completion, this 1.5 km section of trail will provide a safe walking and cycling path for users traveling to and from downtown Chemainus from the north end of the community (see route map attachment for this section).



Construction of Phase III section of the Chemainus Rail with Trail will commence prior to September 15th. The work will begin at the south end of Stocking Creek Park, which will serve as a temporary bypass until future funding permits the construction of rail trail between Stocking Creek Park and Old Victoria Road. The northern end of Phase III will terminate at North Watts Road, which is just south of the Town of Ladysmith boundary, utilizing sections of the E&N railway corridor as a rail trail as well as tying into existing roadside pathways within the Town of Ladysmith.

This section of trail will be approximately 1.5 km long and will provide a safe pathway for walkers, cyclists, and equestrians around the narrow, winding hill on Chemainus Road through the Davis Lagoon area.

D. Ladysmith to RDN and Bush Creek Bridge

The Bush Creek Bridge is now complete. This 20 metre bridge is a major step in connecting with the Trans Canada Trail route within the Regional District of Nanaimo (ties into the Departure Bay Ferry Terminal).

North of Bush Creek, all trail work has been complete to the Regional District's Trans Canada Trail at the regional district boundary and the trail is now usable year-round. This work was performed by the students and staff of the Vancouver Island University Heavy Equipment Operator Program earlier this summer (see route map attachment for this section).

The route through the Town of Ladysmith is currently being solidified and will utilize the roadside trail as well as existing Town of Ladysmith community pathways. The

proposed route will travel directly through Transfer Beach Park or will connect trail users directly to the downtown strip via the tunnel beneath Highway 1 as an alternate route north.


E. Catalyst Waterline Route

The Catalyst Waterline Route is now in the final pre-construction phase, with the signing of a Non-Exclusive License between the CVRD and Catalyst Paper Corporation for use of sections of their fee-owned corridor from just east of Cassino Road and Mays Road (see attachment). This trail will include another bridge crossing over Bings Creek, 3.5 km of multi-use trail, and 3.0 km of temporary roadside pathways. The trail will connect the Lake Cowichan to Duncan section of trail with the Cowichan Exhibition Grounds as well as the northern sections of trail (see route map attachment for this section).

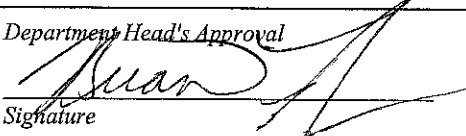
Parks and Trails Division staff have worked closely with the District of North Cowichan on the alignment of this route and crossing requirements of local roads. Work is expected to commence on this section in early September. In the meantime, notices were distributed to local residents along the corridor advising of the trail plans and staff are available to respond to queries about the project.

The completion of the above trail sections complete a major milestone in the overall Cowichan Valley Trail Initiative, as part of the Regional District's contribution to the Trans Canada Trail route on Southern Vancouver Island. Discussions have also continued on finalizing trail route alignment commitments to link the Cowichan Valley Trail with the CRD's Galloping Goose Trail and it is anticipated at this time that detailed route planning/design will commence in 2011 to prepare for construction of this trail section, which currently has funding in place to initiate through the \$1 million Trans Canada Trail Fund in place for this purpose.

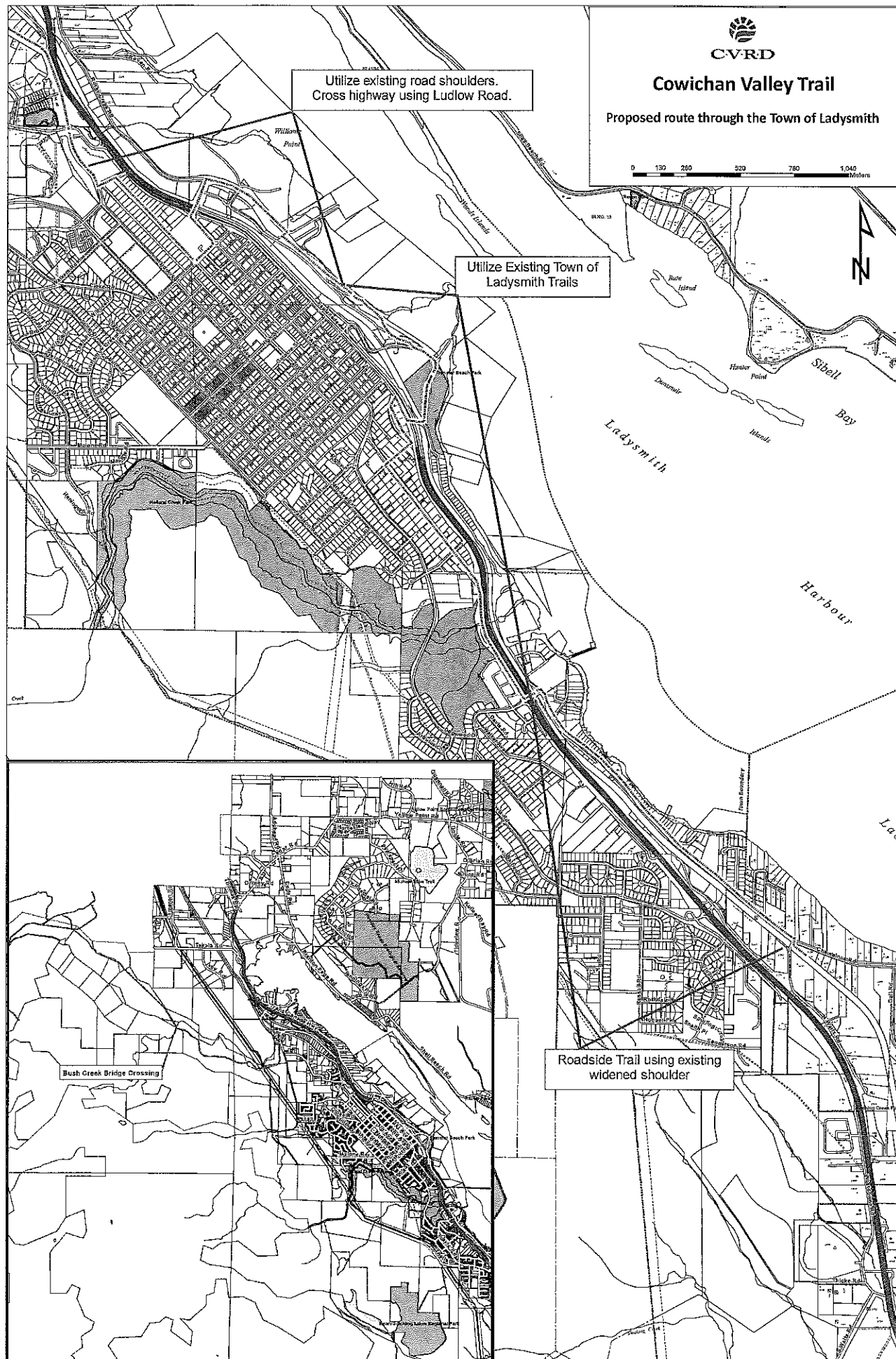
Submitted by,



Dan Brown
Parks Trails Technician
Parks, Recreation and Culture Department

<p><i>Department Head's Approval</i></p>  <p><i>Signature</i></p>

DB/mca

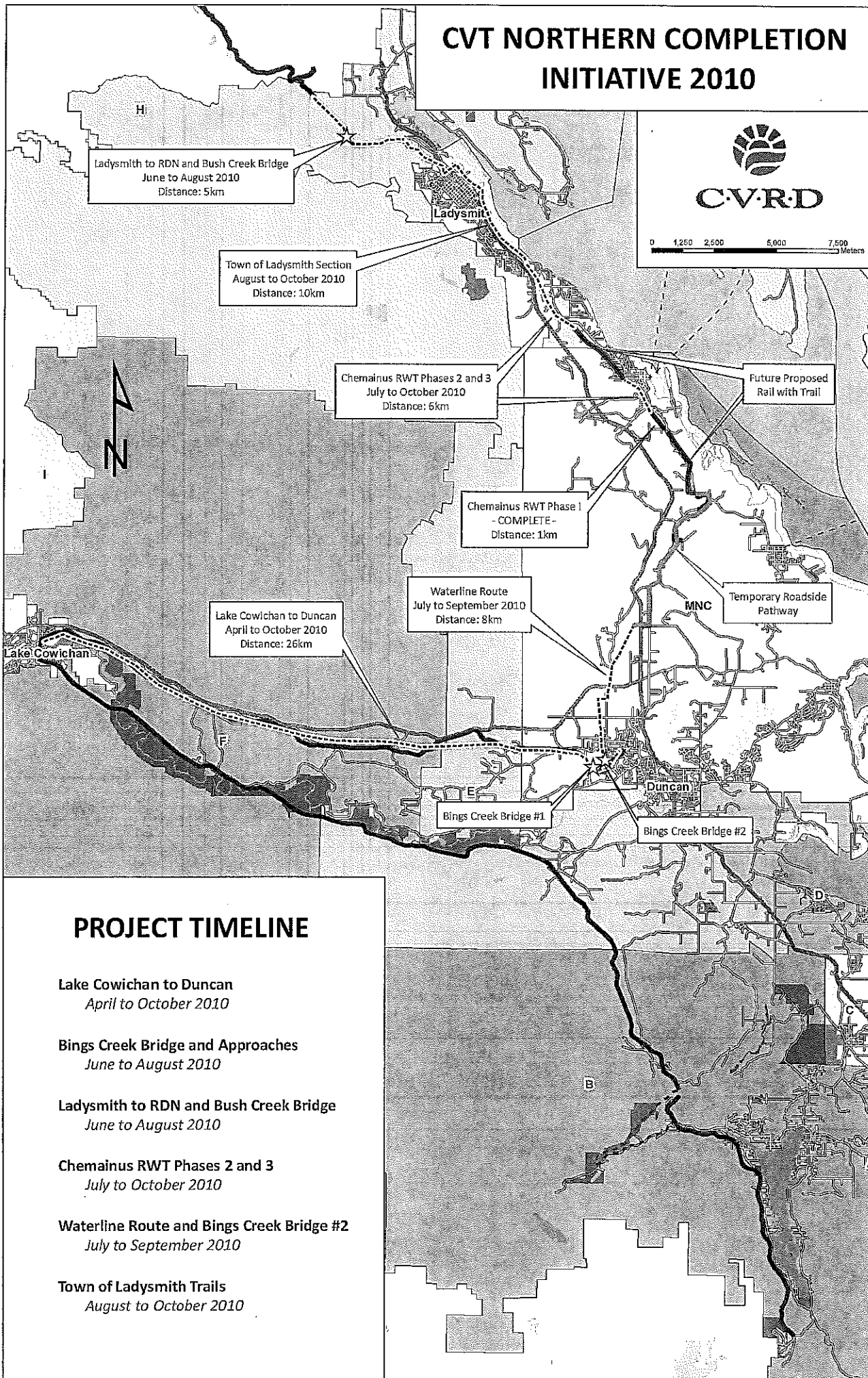


CVT NORTHERN COMPLETION INITIATIVE 2010



CVRD

0 1,250 2,500 5,000 7,500 Meters



PROJECT TIMELINE

Lake Cowichan to Duncan
April to October 2010

Bings Creek Bridge and Approaches
June to August 2010

Ladysmith to RDN and Bush Creek Bridge
June to August 2010

Chemainus RWT Phases 2 and 3
July to October 2010

Waterline Route and Bings Creek Bridge #2
July to September 2010

Town of Ladysmith Trails
August to October 2010



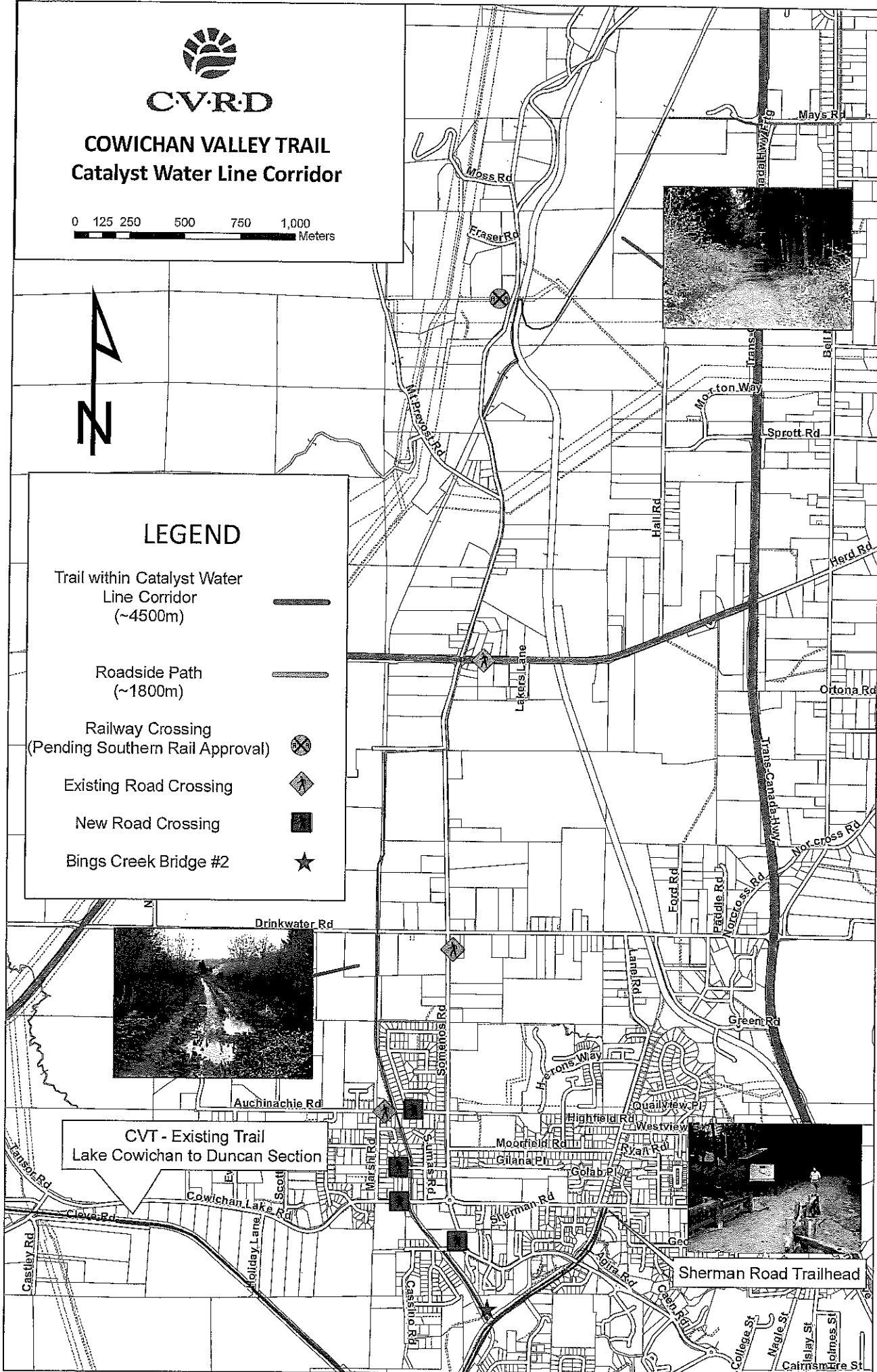
COWICHAN VALLEY TRAIL Catalyst Water Line Corridor

0 125 250 500 750 1,000 Meters



LEGEND

- Trail within Catalyst Water Line Corridor (~4500m)
- Roadside Path (~1800m)
- Railway Crossing (Pending Southern Rail Approval)
- Existing Road Crossing
- New Road Crossing
- Bings Creek Bridge #2



CVT - Existing Trail
Lake Cowichan to Duncan Section

Sherman Road Trailhead



STAFF REPORT

PARKS COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 8, 2010

DATE: September 2, 2010

FILE No:

FROM: Ryan Dias, Parks Operations Superintendent, Parks and Trails Division

SUBJECT: Use Compliance on the Cowichan Valley Trail

Recommendation:

That this report be received for information.

Purpose:

To inform the Committee and Board of the public awareness and compliance campaign being initiated for the Cowichan Valley Trail.

Financial Implications:

N/A

Interdepartmental/Agency Implications:

N/A

Background:

The CVRD manages approximately 30 kilometres of trail from our most southern boundary at Sooke Lake Road in Shawnigan Lake to the Glenora Trailhead Community Park at the east boundary of Cowichan River Provincial Park. With recent development of new sections of the Cowichan Valley Trail funded through various approved grant programs, over 40 kilometres total of new trail sections are being added between the Town of Lake Cowichan and the Nanaimo Regional District boundary north of Ladysmith.

The addition of these new trail sections requires both a public awareness program to inform the public these new trail sections are managed by the Cowichan Valley Regional District as the Cowichan Valley Trail (part of the Cowichan Valley Trail) for cyclists, walker/hikers and equestrians and effective compliance actions to ensure that the terms and conditions of land use agreements for the trail are met as well as the safety of trail users and management of the trail corridor improvements.

The public awareness program includes both planned trail opening events in the coming months (dates to be coordinated with the Parks Committee) to highlight the new infrastructure and to profile the permitted use along all sections of trail. Public awareness also extends to signage and other information being distributed regarding permitted trail uses and trail etiquette for those using the trail or property owners adjacent to the trail. This includes information kiosks at key entry points to the

trail, trail use and regulatory signage along the trail and updated information on the CVRD Regional Parks and Trails Website.

The second element of the awareness campaign is actively promoting trail use compliance. The most common concern received by the CVRD from neighbouring residents to the trail and trail users themselves is that the Regional District needs to actively enforce the bylaw of non-motorized use only along the trail through CVRD Parks Bylaw No. 738. This feedback has increased in recent weeks through several letters, e-mails and telephone calls, in part due to new sections of the Cowichan Valley Trail being completed between the Town of Lake Cowichan and Duncan, and in the Chemainus area, in addition to planned trail work commencing shortly on other key sections.

The following program for trail use compliance has been developed, with both an immediate and short term strategy based on the current availability of bylaw enforcement resources available to the Regional Parks and Trails Program. This initial campaign effort is targeted for implementation over the next three months, with the intent to review the program after this period to determine subsequent compliance strategies and resource requirement considerations as an ongoing program for trail user education and compliance.

Immediate Implementation – The regulatory and compliance signage along the trail is being assessed to ensure that the trail use conditions and requirements are clearly marked at entry locations and along the trail. A media information program is also being developed to increase public awareness of the new sections of the Cowichan Valley Trail that are opening, with an emphasis on the acceptable trail uses (walking/hiking, cycling and equestrian) and trail user etiquette.

The CVRD Bylaw Enforcement Officer is also scheduled to provide a presence at key regional trail locations at various times during the week to monitor compliance and apply enforcement actions as required with respect to any trail use infractions observed. To increase the presence and public awareness of trail use compliance the Bylaw Enforcement Officer and Parks staff will coordinate additional trail patrols by cycle on sections of the trail. This will provide both the opportunity for sharing with trail users updates on the CVRD's management role of the trail, of new extensions of the trail that will be opening in the coming months, and establishing an increased understanding of trail use patterns and activities.

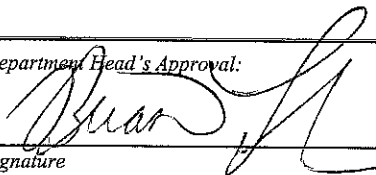
Short Term – A monthly review will be made of the above bylaw compliance activities and the program adjusted as necessary to address any particular issues or trail locations that may require additional attention. In addition, assessment will be made as to whether additional resources could benefit the compliance expectations for trail users. This could include coordinating supplemental compliance activities through other enforcement agencies having regulatory jurisdiction along sections of the Cowichan Valley Trail (i.e. BC Parks, member municipalities, RCMP). The overall goal remains to promote and encourage those compliant recreational activities along the regional trail for the benefit and enjoyment of trail users, in consideration of adjoining property owners and manage the long-term investment of the trail improvements to the Cowichan Valley Trail Corridor.

Submitted by,



Ryan Dias
Parks Operations Superintendent
Parks, Recreation and Culture Department

Department Head's Approval:



Signature

RD/mca



STAFF REPORT

PARKS COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 8, 2010

DATE: September 1, 2010 **FILE NO:**

FROM: Brian Farquhar, Manager Parks and Trails Division **BYLAW NO:**

SUBJECT: Regional Parks Mid –Year Budget Status Report

Recommendation:

That this report be received for information.

Purpose:

To provide the Committee with interim reports as of July 31, 2010, on the status of the Regional Parks and Trails Program Budgets.

Financial Implications:

Financial updates only.

Interdepartmental/Agency Implications:

None.

Background:

This report provides the mid-year status of the Community Parks and Trails Program functional budgets in keeping with the provision of such reports to the various Committees and Commissions of the Board on the status of functional budgets revenues and expenditures. The following provides a summary of key budgets within the Regional Parks Program:

Regional Parks (280)

Revenues

The revenue targets include financial commitments for the Cowichan Valley Trail – Northern Completion Initiative capital project from Island Coastal Economic Trust, the Western Economic Diversification Recreation Infrastructure Stimulus Grant Program and the Federal Gas Tax Program. In addition, the revenue targets include grant funding for the historic Kinsol Trestle Rehabilitation project with funding from the Provincial LocalMotion Program, the British Columbia/Federal – Communities Components Stimulus Funding, Island Coastal Economic Trust, the Trans Canada Trail and expected targets of the Cowichan Foundation's

Kinsol Trestle Fundraising Initiative. Also included is UBCM funding for fuel management reduction work along the trails at the Cobble Hill Mountain Regional Recreation Area.

Expenditures

Expenditures are proceeding as anticipated for the year, with capital development work proceeding on various sections of the Cowichan Valley Trail – Northern Completion Initiative and the rehabilitation work on the historic Kinsol Trestle with the grant funding received to date for both projects. Work on both projects, as well as regional park site operational and maintenance works, are proceeding on schedule, with both projects to carry on through the fall months. Approximately 50% of fuel management work has been completed along trails within the Cobble Hill Mountain Regional Recreation Area and the remaining work will be completed in early fall.

Submitted by,

A handwritten signature in black ink, appearing to read 'Brian Farquhar', written in a cursive style.

Brian Farquhar
Manager, Parks and Trails Division
Parks, Recreation and Culture Department

BTF/mca