



NOTICE OF PARKS COMMITTEE MEETING

Tuesday
February 1, 2011
Regional District Board Room
175 Ingram Street, Duncan, BC

1:00 p.m.

A G E N D A

		<u>Pages</u>
1:00 p.m.	<u>START OF MEETING</u>	
1.	<u>APPROVAL OF AGENDA</u>	1 – 2
2.	<u>ADOPTION OF MINUTES</u>	
	M1 Minutes of Parks Committee Meeting of November 10, 2010	<i>To be distributed at meeting</i>
3.	<u>STAFF REPORTS</u>	
	SR1 Staff Report from Dan Brown, Parks and Trails Technician, regarding Cowichan Valley Trail Completion Initiative Update	3 – 8
	SR2 Staff Report from Brian Farquhar, Manager, Parks and Trails Division, regarding Historic Kinsol Trestle Rehabilitation Project Update	9 – 10
	SR3 Staff Report from Graham Gidden, Parks Planning Technician, regarding Rotary Club of South Cowichan Involvement with the Historic Kinsol Trestle Project	11 – 12
	SR4 Staff Report from Ryan Dias, Parks Operations Superintendent, regarding Spectacle Lake Park Proposed Entrance Improvements	13 – 14
	SR5 Staff Report from Brian Farquhar, Manager, Parks and Trails Division, regarding 2011 Regional Parks Budget Review	15 – 17
4.	<u>NEW BUSINESS</u>	

5. **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
November 10, 2010

*To be
distributed at
meeting*

CSSR1 Staff report, Section 90(1)(e)

18 – 24

6. **NEXT MEETING**

7. **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,



SR1

STAFF REPORT
PARKS COMMITTEE MEETING
OF FEBRUARY 1, 2011

DATE: January 25, 2011

FILE NO:

FROM: Dan Brown, Parks Trails Technician

BYLAW NO:

SUBJECT: Cowichan Valley Trail Completion Initiative Update

Recommendation:

This report be received for information purposes.

Purpose:

To inform the Parks Committee on the progress of the Cowichan Valley Trail Northern Completion Initiative.

Financial Implications:

n/a

Background:

Work on the Northern Completion Initiative of the Cowichan Valley Trail has slowed over the late fall/early winter season. All of the 2009/2010 projects are now complete including regulatory signage and an established maintenance program under the Regional Parks program. The total progress over the 2009/2010 Northern Completion Initiative includes nearly 40 kilometres of new and renovated trail and five new bridges totalling 105 metres in span.

The completed trail sections are already seeing significant use by walkers, joggers, and cyclists, with equestrian use noted on sections between the Town of Lake Cowichan and Duncan/North Cowichan. The majority of responses from the community on the new trail sections have been complimentary and efforts have been made to address issues with respect to individual landowners along the trail corridor.

Trail Sections Completed Late Fall 2010

A. Chemainus Rail with Trail

Phase III of the Chemainus Rail with Trail is now complete. This 1.5 km long trail travels from Stocking Creek Park to North Watts Road with an additional trailhead at Finch Place (see attached map).

B. Ladysmith to RDN and Bush Creek Bridge

The Town of Ladysmith public works department has been hired to construct directional signage and perform trail improvements on the route through the Town. This work is currently underway and is expected to be complete by mid-February (see attached map).

Proposed 2011 Trail Sections

A. Lake Cowichan to Duncan

At the request of the Trans Canada Trail (TCT) foundation, an application was submitted in late 2010 for a \$400,000 grant for the Cowichan Valley Trail project on the understanding that if approved the works would have to be completed no later than March 31, 2011. Due to the short timeframe for completion, the only section of trail not requiring detailed engineering or design work was the 20 km additional sub-base preparation and final trail surface material between the Town of Lake Cowichan and Duncan/North Cowichan. The terms of the Trans Canada Trail Grant is to provide matching funds for the project, for which other approved funding for CVT Northern Completion Project qualified the CVRD for this grant. On January 13, 2011, the Regional District was formally notified by TCT that the grant application was approved in full (see attachment).

Two tenders have recently been issued for completion of this section to ensure that the work can be completed prior to the funding deadline of March 31st. The tenders close on January 31st, and based on evaluation of tender bids received a contract will be issued for the work. Completion of this surfacing work will greatly improve the current condition and create a more durable trail, which will benefit future ongoing maintenance costs as well as the trail experience for users. No additional funds are required at this time to complete this project.

While the following sections of trail noted for completion were previously supported by the Parks Committee and Board, the works are dependent upon Board decisions for 2011 with respect to Regionally Significant Gas Tax funding and capital funds through the Regional Parks budget for 2011, as presented in the budget review package as part of the February 1, 2011, Special Parks Committee agenda package. In addition, these projects are also being funded in part through the \$1.743 million grant contribution from the Island Corridor Economic Trust which is providing funding for both the trail project and the historic Kinsol Trestle Rehabilitation.

B. Catalyst Waterline Route

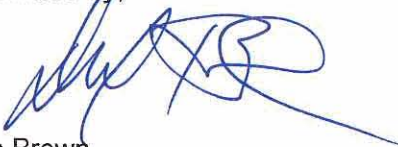
Phase II of the Catalyst Waterline Route includes the two kilometre section of trail between Somenos Road and the Cowichan Exhibition Grounds. This section will provide a vital method of alternative transportation to and from the Exhibition Grounds for residents of Duncan and North Cowichan in the areas north and south of Highway 18 in the Somenos/Drinkwater/Cowichan Lake Road area.

Phase III of the Catalyst Waterline Route falls between Bell McKinnon Road and Crofton Road on the Catalyst Waterline. This trail will provide a safe alternative to the narrow Westholme Road and easy access to the community of Crofton (see attached map).

C. Chemainus Rail with Trail

Future phases of the Chemainus Rail with Trail will involve connecting Phases II and III via the active rail corridor between Elm Street and Stocking Creek Park. The total distance of this section is 5.5 kilometres and sections will be completed based on priority and available funding.

Submitted by,



Dan Brown
Parks Trails Technician
Parks, Recreation and Culture Department

Department Head's Approval

Signature

CHEMAINUS RAIL WITH TRAIL

Proposed Future Trail



0 125 250 500 750 1,000 Meters



Stuart

Chemainus Rail with Trail Phase III

Chemainus Rail with Trail
Proposed Future Trail
Total Distance = 5.5km

Chemainus Rail with Trail Phase II

Legend

- Existing Trail
- Existing Roadside
- Proposed
- Bypass Route

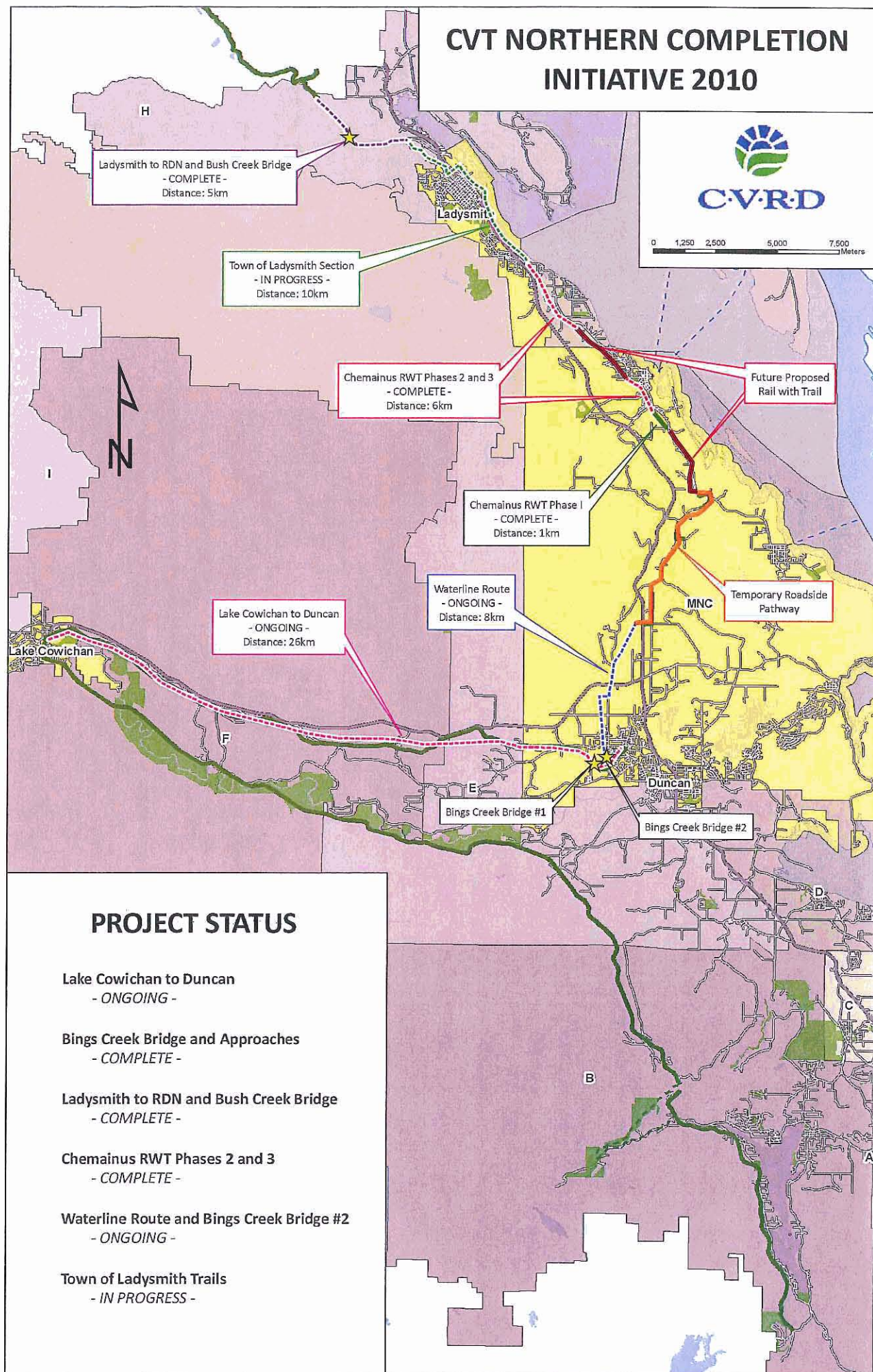
MUNICIPALITY
OF
NORTH
COWICHAN

CVT NORTHERN COMPLETION INITIATIVE 2010



CVRD

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



PROJECT STATUS

Lake Cowichan to Duncan
- ONGOING -

Bings Creek Bridge and Approaches
- COMPLETE -

Ladysmith to RDN and Bush Creek Bridge
- COMPLETE -

Chemainus RWT Phases 2 and 3
- COMPLETE -

Waterline Route and Bings Creek Bridge #2
- ONGOING -

Town of Ladysmith Trails
- IN PROGRESS -



January 13, 2011

Project # 10BCGC0008

Brian Farquhar
Manager, Parks and Trails Division,
Parks, Recreation and Culture Department
Cowichan Valley Regional District
175 Ingram Street, Duncan, BC V9L 1N8

Email : bfarquhar@cprd.bc.ca

Dear Brian,

I am pleased to inform you that the Trans Canada Trail (TCT) has approved your grant request in the amount of \$400,000 to be used for the Cowichan Valley Trail - Northern Completion Initiative as described in your Grant Application dated 20 December 2010.

Upon receipt of the signed Funding Agreement (attached), TCT will issue a cheque to Trails BC for 50% of the approved funds. Trails BC will then forward this amount to you. Please provide us with the payee (name and mailing address) Information to be used for this cheque.

Please review the attached guidelines for recognizing this grant. Signage recognizing TCT's support of your project can be provided free of charge, if requested, and should be placed at the site of the project. Please inform us of where this signage should be delivered. A photograph of the installed sign will be required as part of your final report on the grant.

On behalf of the Trans Canada Trail staff and Board we wish you all the very best in the successful completion of your project and thank you for your continued support as we work to complete this iconic Canadian legacy that connects communities from coast to coast to coast. If you have any questions please contact your TCT provincial/territorial representative:

Harold Sellers email: projectfacilitator@trailsbc.ca phone: 250-503-2388
Trails BC

Sincerely,

Tim Hoskin
National Director of Trails

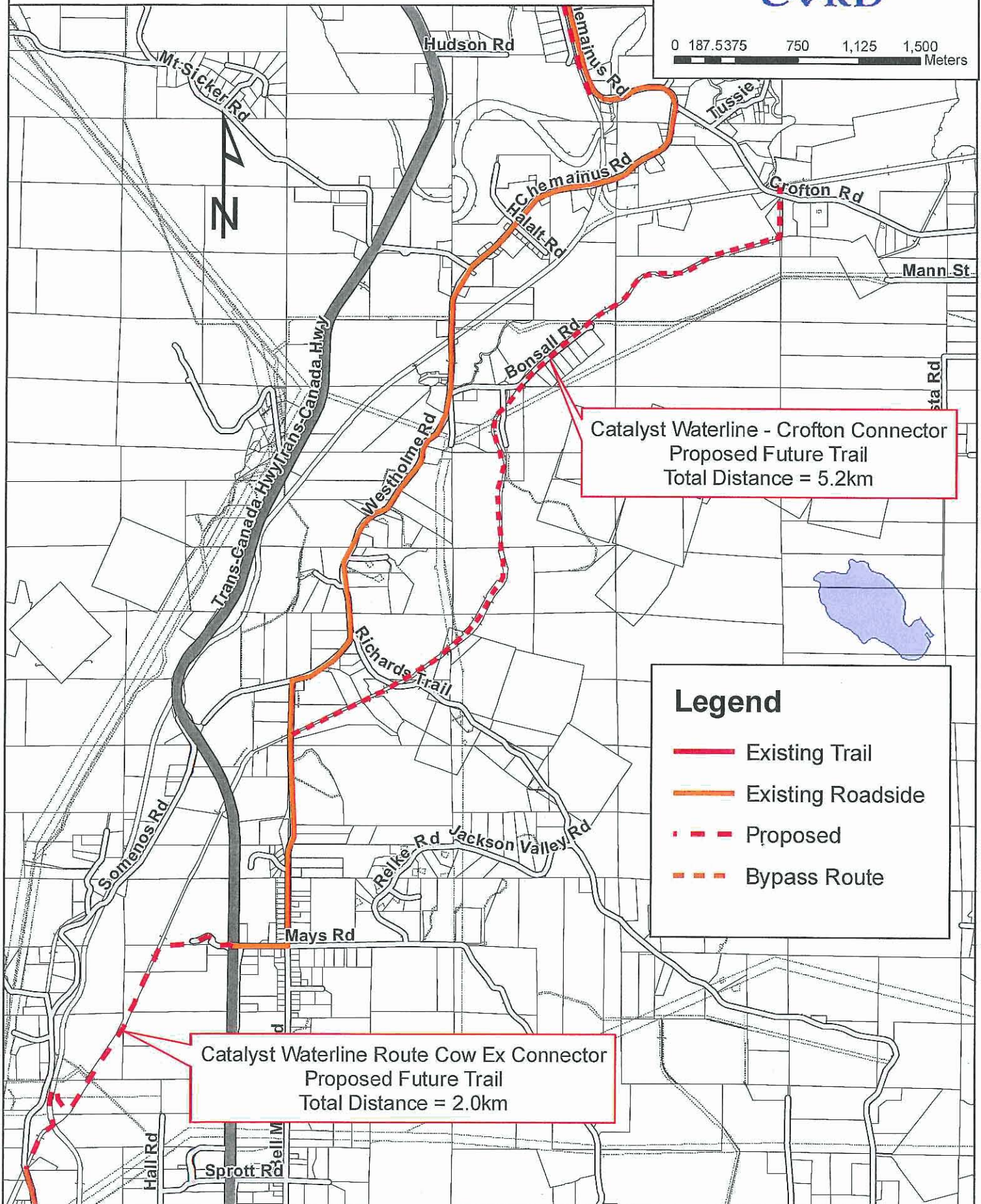
CC Harold Sellers

CATALYST WATERLINE TRAIL

Proposed Future Trail



0 187.5375 750 1,125 1,500 Meters



Catalyst Waterline - Crofton Connector
Proposed Future Trail
Total Distance = 5.2km

Legend

- Existing Trail
- Existing Roadside
- - - Proposed
- - - Bypass Route

Catalyst Waterline Route Cow Ex Connector
Proposed Future Trail
Total Distance = 2.0km



SR2

STAFF REPORT

**PARKS COMMITTEE MEETING
OF FEBRUARY 1, 2011**

DATE: January 26, 2011 **FILE NO:**
FROM: Brian Farquhar, Parks and Trails Manager **BYLAW NO:**
SUBJECT: Historic Kinsol Trestle Rehabilitation Project Update

Recommendation:

That this report be received for information.

Purpose:

To advise the Committee on the status of the rehabilitation work on the historic Kinsol Trestle.

Financial Implications:

Funding for the rehabilitation of the historic Kinsol Trestle is secured through grant funding from the British Columbia Federal – Communities Component Stimulus Fund (\$3.77 million), the Provincial Local Motion Grant Program (\$1.611 million), Island Coastal Economic Trust (\$1.0 million), Trans Canada Trail (\$250,000), along with donations and in-kind contributions which continue to be raised by the Cowichan Foundation.

Interdepartmental/Agency Implications:

The Provincial Ministry of Transportation and Infrastructure owns the former CN railway corridor, inclusive of the historic Kinsol Trestle, and has issued an Entry Authorization to the Regional District to rehabilitate and maintain the trestle as part of the Cowichan Valley Trail within the corridor.

Background:

Rehabilitation work commenced on the historic Kinsol Trestle in late June 2010 by MacDonald and Lawrence Timber Framing, the timber specialist company retained under a guaranteed maximum price contract to replace 17 bents throughout the structure to support the new public walkway atop the structure, foundation work and conservation of the Howe truss and remaining inactive bents throughout the structure. Design work by the structural engineering firm (Stantec), retained to complete the public walkway design, was proceeding at this time and led to the hiring, through a separate tendering process, of Knappett Construction out of Victoria in September 2010 to assume the prime contractor role for the project and provide for the fabrication and installation of the new underslung steel walkway atop the trestle, complete with approaches and abutments.

The work by Macdonald and Lawrence and the prime contractor, Knappett Construction, is proceeding thusfar generally on schedule to achieve substantial completion by the end of March to meet current grant funding deadline requirements. As of the end of December the project was assessed as being sixty percent complete and on-track for core rehabilitation work. The

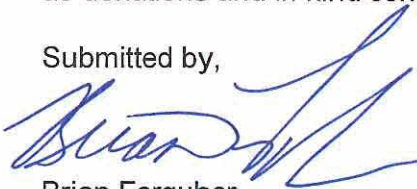
seventeen new bents have been assembled on-site and installed. Progress on these bents allows for progressive installation of the underslung steel trusses, starting from both ends. Rehabilitation work throughout the remaining original bents above the south bank of the Koksilah River is also complete and work is progressing on rehabilitation of the bents across the Howe Truss span (section of the trestle actually over the Koksilah River).

The week of January 24, 2011, provided for the delivery of the fourth of the five steel underslung trusses, each of which are fabricated at a steelworks shop in Sidney and trucked by a house moving firm late at night up the highway to the trestle site. Each of the first four trusses range in length from 54 ft. to 86 ft. and are all 17 ft. in width. Each truss section is bolted end to end and the wood decking, handrails and water barrel lookouts are installed in one continuous span across these trusses over the 614 foot length of the structure.

The fifth and final truss is planned for delivery and installation in mid-February, and will be a significant milestone in the project, both in completing the installation trusses across the length of the trestle, but also as this is the largest and longest (122 ft.) truss with placement over the actual river. The prime contractor has also proceeded with installation of the walkway handrail posts progressively from both ends on the underslung trusses in place, which timing should coincide with the installation of the final truss.

Finishing works in the coming months will include decking, handrails, water barrel lookouts, cross-bracing, and site remediation. Detailed design work is currently underway on new parking areas off of Glen Eagles Road (south side) and Riverside Road (north side), funding/donor recognition kiosk, heritage/site interpretation, fencing, viewing areas and platforms, public access trail to below and through the trestle and overall site landscaping. These works are timed to commence upon completion of the core rehabilitation work by the current contractors, and through the Cowichan Foundation components of the finishing works are being sourced out as donations and in-kind contributions.

Submitted by,

A handwritten signature in blue ink, appearing to read 'Brian Farquhar', is written over a horizontal line.

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

BTF/mca



SR 3

STAFF REPORT

PARKS COMMITTEE MEETING OF FEBRUARY 1, 2011

DATE: February 1, 2011 FILE NO:
FROM: Graham Gidden, Parks Planning Technician BYLAW No:
SUBJECT: Rotary Club of South Cowichan (Mill Bay) involvement with the historic Kinsol
Trestle Project

Recommendation:

That participation of the Rotary Club of South Cowichan (Mill Bay) in the construction of an approximately 450 metre public pathway and viewing/rest areas on the north side of the Kinsol Trestle site be endorsed.

Purpose:

To advise of the Rotary Club of South Cowichan's (Mill Bay) intention to contribute towards public amenities as part of the overall historic Kinsol Trestle Rehabilitation site upgrades.

Financial Implications:

The Rotary is offering to fundraise and provide in-kind contributions to specific trail access and public viewing/rest area locations on the Kinsol site. Ongoing maintenance of the improvements would be incorporated into the annual Regional Parks budget as part of the Cowichan Valley Trail.

Interdepartmental/Agency Implications:

None

Background:

The Rotary Club of South Cowichan (Mill Bay) is a longstanding supporter of the Cowichan Valley Trail and previously raised over \$200,000 in cash and in-kind contributions in 2002 for trail surfacing and completion of the MacGee Creek Trestle rail trail conversion. The Club has again approached the Regional District offering to participate in the final phase of works on the surrounding Kinsol Trestle site, with specific interest in constructing the approximately 450 metre gravel switchback pathway from the north end of the trestle to Koksilah River below and viewing/rest areas at key locations along the trail which overlook the trestle and river. A key part of the fundraising proposed by the Club is the organizing of a raffle to raise funds for the project with prizes that will see winners "putting in the last spike" and "first person with three friends to cross the rehabilitated trestle". The Club has the support for this fundraising effort by


the Cowichan Foundation. Additional funds and in-kind contributions raised by the South Cowichan would also be put into the project.

The Club's involvement in construction of the gravel trail on the north side of the River would involve the support and supervision by CVRD staff. The trail will be constructed using professional machine operators to provide the extensive ground works. Club members would provide follow-up hand labour to follow machine works in preparation of the surface for finishing materials. The subsurface and surface material will be provided by the CVRD and distributed by professional machine operators. The detailed finishing of the trail surface and edging will be conducted by Club members using hand tools. The three rest/view areas will consist of benches, picnic tables, and landscape beautification. Members will participate with the finishing works for these rest areas again using hand tools only. The Club will be responsible for volunteer selection and managing club members that will work on the project. Timing for this work would follow completion of the core rehabilitation work underway on the structure and the remediation of site disturbance by the project contractors currently on site.

The Club has indicated their objective to raise the necessary funds and in-kind contributions to complete the work; however their commitment to complete the work recognizes if their best efforts to achieve this task fall short, that they would expect the Regional District to assist with material shortfalls (i.e. trail gravel) so as to ensure the project could be completed. The gravel trail access is noted as a highlight feature of the completed Kinsol Trestle site, given the visitor experience it will provide to view the trestle from below as well as providing the opportunity to pass under the trestle at several locations.

While funding donations for the project continue to be received by the Cowichan Foundation, with uncertainty at this time as to the final project cost for the trestle rehabilitation itself, there remains a degree of uncertainty as to how much funding will be in place for the landscaping and finishing works both on the approaches and Kinsol site itself. Due to this uncertainty, at most the South Cowichan Rotary could be informed at this time that the Regional District views the pathway and viewing/rest areas as site priorities and will endeavour to provide for additional funding for gravel materials, through remaining grant funding and donations to assist in the completion of the Rotary project components.

Submitted by,



Graham Gidden
Parks Planning Technician
Parks, Recreation and Culture Department

Department Head's Approval

Signature

GG/mca

**STAFF REPORT****PARKS COMMITTEE MEETING
OF FEBRUARY 1, 2011**

DATE: January 26, 2011 **FILE NO:**
FROM: Ryan Dias, Parks Operations Superintendent **BYLAW NO:**
SUBJECT: Spectacle Lake Park Proposed Entrance Road Repairs

Recommendation:

To request direction on contributing Regional Parks funds towards entrance road repairs at Spectacle Lake Provincial Park.

Purpose:

To seek direction on a request from BC Parks to participate in the funding of entrance road repairs at Spectacle Lake Provincial Park, which is operated by the CVRD under a Park Use Permit with the Province.

Financial Implications:

The proposed 2011 budget for Regional Parks would require amendment to include a funding contribution towards the entrance road repair work required at Spectacle Lake Provincial Park.

Background:

The Regional District manages two provincial parks (Spectacle Lake and Chemainus River), inclusive of provision of annual operating funds for the Regional Parks budget, under a Park Use Permit issued by BC Parks. The Regional District agreed to operational responsibility of these two sites a number of years ago in response to notification of pending provincial park closures by BC Parks if a local authority or like entity were unable to assume operational funding responsibility for these sites. The current permit was issued in August 2009 for a five-year term.

In response to ongoing concerns with the condition of the park entrance road adjacent Spectacle Creek, BC Parks commissioned a report from Levelton Geotechnical Consultants. The geotechnical assessment has determined that stabilization work on the road to prevent ongoing slumping of the road adjacent the creek would cost in the order of \$23,000. BC Parks has advised that there is only \$6,000 available in their current budget for repair work and is therefore requesting whether the CVRD could contribute towards the completion of the repairs. In order to complete the works as estimated would require a contribution of \$17,000 from the Regional Parks budget. While this road is the only entrance into the provincial park, no indication was provided as to what timeframe the current condition of the road could continue to last with respect to public use for access to the park. If the Committee and Board were supportive of the Regional District's financial contribution to the repair of the entrance road at

Spectacle Lake Provincial Park, direction would be required on amending or increasing the proposed Regional Parks budget for 2011 to accommodate this funding request.

Submitted by,



Ryan Dias
Parks Operations Superintendent
Parks, Recreation and Culture Department

RD/mca

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



SR5

STAFF REPORT
PARKS COMMITTEE MEETING
OF FEBRUARY 1, 2011

DATE: January 27, 2011 **FILE NO:**
FROM: Brian Farquhar, Manager Parks & Trails Division **BYLAW NO:**
SUBJECT: 2011 Regional Parks Working Paper Budgets

Recommendation:

That this report be received for information.

Purpose:

To provide the Parks Committee the opportunity for a preliminary review of the 2011 budgets associated with the Regional Parks and Trails Program prior to the formal review of regionally significant 2011 budgets at the February 23, 2011, Regional Services Committee meeting.

Financial Implications:

The Regional Parks and Trails Program manages three (3) budgets inclusive of Regional Parks (Function 280), Kinsol Trestle Operations and Maintenance (Function 283) and Regional Parkland Acquisition (Function 285).

Interdepartmental/Agency Implications:

N/A

Background:

The Financial Plan timeline for review of the 2011 Working Paper Budgets has scheduled for a formal review at the Regional Services Committee on February 23, 2011, of all budgets for services that cost share between an Electoral Area and a Municipality. Included as part of this review on February 23rd are those budgets under the Regional Parks and Trails Program, as follows (see attachments):

- Regional Parks (Function 280)
- Kinsol Trestle Operations and Maintenance (Function 283)
- Regional Parkland Acquisition (Function 285)

Working paper budgets prepared for review by the Regional Services Committee are attached to this report for preliminary review by the Parks Committee. Direction is requested at this time on points of clarification pertaining to each of the above budgets that would be beneficial for the review process by the Regional Services Committee. Highlights of the proposed budgets are as follows:

Regional Parks (Function 280)

The Regional Parks Budget (Function 280) proposes a minor increase (1.9 percent) in the requisition for 2011, to account primarily for staff wage adjustments, from \$795,277 in 2010 to \$811,000 proposed for 2011. No supplemental budget items are proposed to this core budget for 2011.

Key adjustments within the proposed budget include a decrease costs in 2011 for the remaining fundraising administrative support and promotion of the historic Kinsol Trestle Rehabilitation Project campaign, increased costs of administering and maintaining the Cowichan Valley Trail with addition of over 45 kilometres of new trail sections between mid 2010 and mid 2011, increased costs for staff wage adjustments and a decrease for proposed minor capital projects in 2011.

The proposed 2011 capital budget includes grant funding for continued work on completing the historic Kinsol Trestle Rehabilitation Project and additional work on the Cowichan Valley Trail – Northern Completion initiative. Regional Parks capital funding proposed in the budget for 2011 is \$200,000 as the CVRD's matching contribution requirements for remaining grant funding associated with the Cowichan Valley Trail project, inclusive of the \$650,000 grant approved through the Western Economic Diversification Fund (WED) and the \$743,891 portion of the grant for the trail project from Island Coastal Economic Trust (ICET).

Kinsol Trestle Operations and Maintenance (Function 283)

The Kinsol Trestle Operations and Maintenance budget is presented as a supplemental item for 2011, as no funds were requisitioned through this budget in 2010.

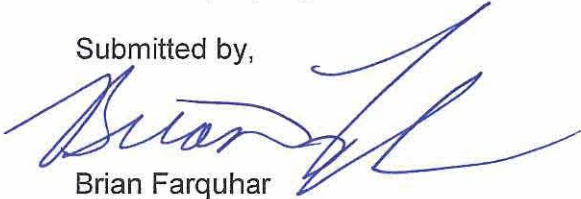
A requisition of \$100,000 is proposed as a supplemental item for the Kinsol Trestle Operations and Maintenance budget in 2011. The purpose of funds requisitioned through this function is to provide for annual funding required for the continued refurbishment and capital maintenance of the historic structure. The estimated annual cost associated with this work was prepared by the consulting team retained by the Regional District to re-assess the option to rehabilitate versus rebuild the trestle, which established a budget requisition in the order of \$100,000, as approved by the Board in 2009. The commitment of annual funding for ongoing maintenance/repair work to the trestle is a Ministry of Transportation condition of approving the rehabilitation work to be completed by the CVRD. Approved grant funding secured for the Kinsol Project is focused on core rehabilitation work throughout the structure and the fabrication/installation of the new underslung steel truss walkway.

Matching funds to these grants is a requirement to secure the total grant funding commitments, so as to maximize these grant funding commitments \$100,000 in the Kinsol Trestle Function 283 budget is proposed for 2011 to secure \$100,000 in matching grant funds. Over and above confirmed matched grants for the project, the \$1.611 million LocalMotion grant requires approximately \$665,000 matching funding. Fundraising through the Cowichan Foundation, including a grant secured from the Trans Canada Trail foundation, currently totals over \$440,000; however with final months remaining in the campaign it is uncertain whether a further \$225,000 will be secured during this timeframe. Investment of \$100,000 under the Kinsol Trestle budget in 2011 towards the project will provide for matching funding from LocalMotion to complete work that otherwise would need to be funded under the Kinsol Trestle Operations and Maintenance budget in future years.

Regional Parkland Acquisition Fund (Function 285)

The 2011 working paper budget for the Regional Parkland Acquisition Fund is \$500,000, which remains unchanged from the approved 2010 budget. For 2011, a \$500,000 requisition under Function 285 would represent a residential tax rate of approximately \$3.26 per \$100,000 net assessed property value.

Submitted by,



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

BTF/mca
Attachment