



## NOTICE OF KINSOL TRESTLE REVITALIZATION COMMITTEE MEETING

Wednesday, June 23, 2010  
Regional District Board Room  
175 Ingram Street, Duncan, BC  
2:45 p.m.

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### A G E N D A

		<u>Page</u>
1.	<u>APPROVAL OF AGENDA</u>	1
2	<u>ADOPTION OF MINUTES</u>	
	M1 Minutes of Kinsol Trestle Revitalization Committee Meeting of June 8, 2010	2 – 4
3.	<u>BUSINESS ARISING FROM MINUTES</u>	
4.	<u>DELEGATIONS</u>	
5.	<u>STAFF REPORTS</u>	
	SR1 Staff report from Brian Farquhar, Parks and Trails Manager, regarding Kinsol Trestle Bypass Trail (Jack Fleetwood Trail) Non-Exclusive License Renewal	5 – 6
	SR2 Staff report from Norm Olive, Manager, Capital Projects Management, regarding Timber Conservation Specialist Award, Phase 2	7 – 8
	SR3 Staff report from Norm Olive, Manager, Capital Projects Management, regarding Qualifications for General Contractor	9 – 10
	SR4 Staff Report from Brian Farquhar, Parks and Trails Manager, regarding Kinsol Trestle Grant Funding Update	11 – 13
6.	<u>INFORMATION</u>	
7.	<u>NEW BUSINESS</u>	
8.	<u>PUBLIC/PRESS QUESTIONS</u>	
9.	<u>CLOSED SESSION</u>	
10.	<u>NEXT MEETING</u>	
11.	<u>ADJOURNMENT</u>	

Minutes of the Kinsol Trestle Revitalization Committee Meeting held on Tuesday, June 8, 2010, at 3:00 p.m. in the Regional District Board Room, 175 Ingram Street, Duncan, BC

**PRESENT**

Director Gerry Giles, Chair  
Director Dave Haywood  
Director Brian Harrison  
Director Mel Dorey

Absent: Director Phil Kent  
Director Ken Cossey

**CVRD STAFF**

Brian Farquhar, Manager, Parks and Trails Division  
Warren Jones, Administrator  
Brian Dennison, General Manager, Engineering and Environmental Services  
Norm Olive, Manager Capital Project Management  
Mary Anne McAdam, Recording Secretary

**APPROVAL OF AGENDA**

It was Moved and Seconded  
That the agenda be approved as presented.

MOTION CARRIED

**M1 – MINUTES**

It was Moved and Seconded  
That the Minutes of the Kinsol Trestle Revitalization Committee Meeting of March 9, 2010, be accepted.

MOTION CARRIED

**DELEGATIONS**

**D1 – Kinsol Fundraising Campaign**

Verbal campaign progress report by Signy Madden and John Kaye of Clayton Consulting regarding the Kinsol Trestle Fundraising Campaign.

Last November it was reported that \$650,000 was left to fundraise to meet the targeted goal. In May of this year the campaign suffered a setback when Western Forest Products (WFP) advised that they would not be able to follow through with their original commitment that was valued at \$250,000. Since November, public donations have reached \$27,332. This leaves an adjusted campaign target of \$740,000 to raise by the end of 2010. Communications efforts continue to inform the public about the Kinsol rehabilitation project and encourage their support of the campaign. Clayton Consulting will continue to sustain relationships with potential donors throughout the remainder of the campaign.

**STAFF REPORTS**

**SR1 – Kinsol Trestle Fundraising Fund Update**

Staff Report from Brian Farquhar, Parks and Trails Manager, regarding Cowichan Foundation Kinsol Trestle fundraising campaign update.

It was Moved and Seconded  
That this report be received for information purposes.

MOTION CARRIED

**SR2 – Hiring of a  
Timber Conservation  
Specialist**

Staff report from Norm Olive, Manager, Capital Projects Management, regarding Timber Conservation Specialist contract award.

It was Moved and Seconded

That a maximum \$100,000 contract be issued to MacDonald and Lawrence Timber Framing for the advance purchasing of materials and supplies required for the historic Kinsol Trestle timber rehabilitation work, on the condition this contract be included as part of the Guaranteed Maximum Price (GMP) for the Phase II timber rehabilitation work on the project.

MOTION CARRIED

**SR3 – Progress Report  
and Design Criteria**

Staff report from Norm Olive, Manager, Capital Projects Management, providing a progress report and design criteria.

It was Moved and Seconded

That this report be received for information purposes.

MOTION CARRIED

**SR4 – Kinsol Trestle  
General Contractor**

Staff report from Norm Olive, Manager, Capital Projects Management, regarding Kinsol Trestle General Contractor request for qualifications.

**INFORMATION**

**IN1 – Letter to MoTI  
Deputy Minister**

Letter to Ministry of Transportation and Infrastructure Deputy Minister Peter Milburn regarding the Historic Kinsol Trestle Rehabilitation Project.

It was Moved and Seconded

That this letter be received for information purposes

MOTION CARRIED

**IN2 – News Article**

Cowichan News Leader Pictorial article “Museums bring Kinsol online”.

It was Moved and Seconded

That this article be received for information purposes.

MOTION CARRIED

**PUBLIC QUESTIONS**

There were no questions from the public.

**RESOLVING INTO  
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 3:58p.m.

**RISE FROM  
CLOSED SESSION**

It was Moved and Seconded  
That the Committee rise without report and return to the Regular portion of the meeting.

MOTION CARRIED

**ADJOURNMENT**

It was Moved and Seconded  
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 4:00 p.m.

Next meeting to be held Wednesday, June 23, 2010 at 2:45 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary



## STAFF REPORT

### KINSOL TRESTLE REVITALIZATION COMMITTEE MEETING OF JUNE 23, 2010

**DATE:** June 11, 2010  
**FROM:** Brian Farquhar, Manager Parks and Trails Division  
**SUBJECT:** Kinsol Trestle Bypass Trail (Jack Fleetwood Trail) Non-Exclusive License  
Renewal

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**Recommendation:**

That the Board Chair and Corporate Secretary be authorized to execute the necessary documents to renew, for a 5-year period, a non-exclusive trail license agreement with Island Timberlands across Part of Block 439, Helmcken District for a one kilometre section of the Kinsol Trestle Bypass Trail (Jack Fleetwood Trail).

**Purpose:**

To obtain approval to renew the non-exclusive license agreement with Island Timberlands for the one kilometre Kinsol Trestle Bypass Trail (Jack Fleetwood Trail) in Electoral Area B – Shawnigan Lake.

**Financial Implications:**

Funding to maintain the Jack Fleetwood Trail is through the Regional Parks budget.

**Interdepartmental/Agency Implications:**

None

**Background:**

The Kinsol Trestle Bypass Trail (Jack Fleetwood Trail) connects the Cowichan Valley Trail on the north side of the Kinsol Trestle with Koksilah Provincial Park. A one kilometre portion of this bypass trail is located on lands owned by Island Timberlands (formerly Weyerhaeuser) immediately upstream of the Kinsol Trestle. The trail provides the only viable bypass around the Kinsol Trestle for hikers on the Cowichan Valley Trail through connection with the Burnt Bridge crossing in Koksilah River Provincial Park. The current non-exclusive license agreement for the trail expired in February 2010, therefore a renewal is required. The renewal term is 5 years, which Parks and Trails Division staff support, as the bypass trail will continue to provide an important recreational hiking trail connection between the Cowichan Valley Trail and Koksilah River Provincial Park beyond the completion and opening of the Kinsol Trestle crossing over the Koksilah River. The renewal fee for the five year term non-exclusive license renewal is \$600 for the parcel of land legally described as Part of Block 439, Helmcken District.

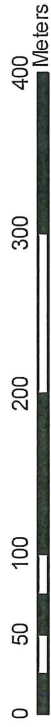
Submitted by,

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

# Kinsol Bypass Trail



CVRD



Kinsol Trestle

BLK.  
1476

Kinsol Bypass Trail  
(Jack Fleetwood Trail)  
- Landowner - Island Timberlands



Existing Cowichan Valley Trail

Koksilah Provincial Park



## STAFF REPORT

### KINSOL TRESTLE REVITALIZATION COMMITTEE MEETING OF JUNE 23, 2010

**DATE:** June 16, 2010

**FILE NO:** 6180-20-Tra-08-Kin

**FROM:** Norm Olive, P.Eng., Manager, Capital Projects

**SUBJECT:** Timber Conservation Specialist Contract Award Phase 2

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**Recommendation:**

To award a "Limited Notice to Proceed" for Phase 2 work of the Timber Conservation Specialist Contract to Macdonald and Lawrence Timber Framing Ltd in the amount of \$1,040,396.

**Purpose:**

To request approval to issue a "Limited Notice to Proceed" contract award to MacDonald and Lawrence Timber Framing which will permit the rehabilitation works on the historic Kinsol Trestle to start immediately whilst the process to retain the General Contractor for the project is completed.

**Financial Implications:** The Board has previously approved expenditure of \$6.5 million on the rehabilitation of the historic Kinsol Trestle, based on grant funding and donations secured to date.

**Interdepartmental/Agency Implications:** The Ministry of Transportation and Infrastructure owns the historic Kinsol Trestle and former railway corridor.

**Background:**

The Kinsol Trestle Revitalization Committee and Board previously approved award of a "not to exceed" contract of \$100,000 to MacDonald and Lawrence Timber Framing Ltd. for the purchase of materials and supplies required for the timber specialist conservation work on the historic Kinsol Trestle project. This was to allow the timber specialist contractor to proceed with necessary preparatory/set-up works required for the project as to ensure that the project remains on schedule for substantial completion by March 31, 2011, as required by major grant funders for the project.

The Kinsol Trestle Project Team has assessed the Guaranteed Maximum Price (GMP) submitted by Macdonald and Lawrence Timber Framing and determined the GMP submitted cost of \$2,947,764 (inclusive of the \$100,000 not to exceed contract value), against the submitted Timber Specialist Phase 2 Detailed Scope of Work to be completed. The Kinsol Trestle Project Team includes the Engineering Project Management consultant, Heritage consultant, quantity surveyor consultant and CVRD staff from the Capital Projects Division and Parks and Trails Division.

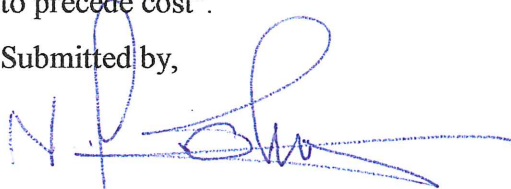
The GMP provided by MacDonald and Lawrence Timber Framing to complete the Phase 2 Detailed Scope of Work submitted is determined by the Kinsol Trestle Project Team to be reasonable and reflective value required to undertake the extent of works, based on current construction market prices for timber and materials, heavy timber/bridge labour and equipment necessary to effect the extent of repairs and upgrades to the timber trestle structure.



However, as outlined in the other report accompanying this agenda, award of the General Contract for this project is not anticipated for another several weeks. The rehabilitation and upgrade work on the existing trestle needs to commence in sufficient time to undertake the scope of work prior to the March 31, 2011 funding deadline. The Regional District can authorize MacDonald and Lawrence to commence with the work under a "limited Notice to Proceed" award, which allows the work to start but retains the CVRD's right to assign Macdonald and Lawrence Timber Framing as a sub-contractor to the General Contract upon award of the overall contract. The benefits of this approach allows the project to remain on schedule and avoids multiple contracts working on the same project concurrently, which could impede progress on the overall project if site conflicts between different contractors were to arise.

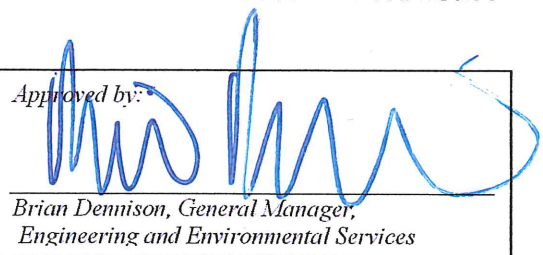
The GMP costs of \$2,947,764 include both the "not to exceed cost" and the above "limited notice to precede cost".

Submitted by,



Norm Olive, P. Eng.,  
Manager, Capital Projects

Approved by:



Brian Dennison, General Manager,  
Engineering and Environmental Services

NJO/jlb

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## STAFF REPORT

### KINSOL TRESTLE REVITALIZATION COMMITTEE MEETING OF JUNE 23, 2010

**DATE:** June 17, 2010

**FILE NO:** 6180-20-Tra-08-Kin

**FROM:** Norm Olive, P.Eng., Manager, Capital Projects

**SUBJECT:** Request For Qualifications for General Contractor.

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**Recommendation:**

That this report be received for information.

**Purpose:** To advise the Committee on the status of retaining a General Contractor for the historic Kinsol Trestle Rehabilitation Project.

**Financial Implications:** The Board has previously approved expenditure of \$6.5 million on the rehabilitation of the historic Kinsol Trestle, based on grant funding and donations secured to date.

**Interdepartmental/Agency Implications:** The Ministry of Transportation and Infrastructure owns the historic Kinsol Trestle and former railway corridor.

**Background.**

The rehabilitation approach for the historic Kinsol Trestle Project previously approved by the Board requires both a Timber Specialist Contractor to undertake the repair and upgrade work to timbers throughout the structure and a General Contractor to fabricate and install the new pedestrian walkway system for users of the Cowichan Valley Trail to safely cross the Koksilah River. The intention is to assign the Timber Specialist contract work as a subcontract to the General Contractor. This will establish one overall contractor to the site, which from a contracting and site safety perspective will create a more efficient and manageable project.

As a first step in retaining a General Contractor, a Request for Qualifications (RFQ) was advertised on BC Bid and local papers to determine what qualified contractors were interested in preparing detailed submissions through a select bid proposal process. The RFQ process closed on Friday May 31, 2010, with qualification responses received from the following contracting firms :

- Farmer Construction Limited (Victoria)
- Seismic 2000 Construction Limited (Langley)
- Pacific Industries and Marine Limited (Cowichan Bay)
- Surespan Construction Limited (North Cowichan)
- Knappett Projects Limited (Victoria)
- Ruskin Construction Limited (Mill Bay/Prince George).

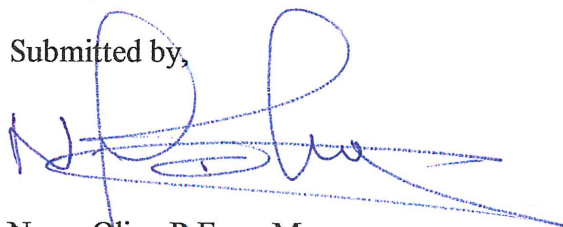
Members of the Kinsol Trestle Project Team evaluated the above qualification responses against the following evaluation criteria, as outlined in the RFQ:

.../2

- Experience working with 30-35 metre steel trusses in remote areas.
- Experience working with assigned sub-contractors.
- Experience working on heritage structures and building in environmentally sensitive areas.
- Demonstration of tight schedule compliance and evidence of staying within construction budgetary budgets.
- Schedule of own resources available to complete the work, i.e. manpower, cranes and equipment.
- Construction safety record.
- Experience building with heavy timber trestles and bridges.
- Demonstrated experience with inclusion and cooperation with agencies/entities that provide in-kind donations to projects such as material or labour.

The evaluation process by the Project Team determined that all six (6) qualification responses received, while varying in extent to the above evaluation criteria, meet the minimum for consideration for proceeding to the next stage for invitation to provide a detailed submission bid proposal to fabricate and install the new pedestrian walkway system and approaches atop the Kinsol Trestle. The Kinsol Trestle Project Team is currently completing the select bid proposal invitation packages for distribution to the above contractors for their preparation of detailed submissions for consideration. Upon completion of this process, a staff report with recommendation for contract award will be brought forward to the Kinsol Trestle Revitalization Committee and to the Board for approval. It is anticipated that this process will be undertaken over the next weeks, with a contract award report for consideration by the Committee the week of August 9<sup>th</sup>, and submission to the Board on August 11<sup>th</sup>.

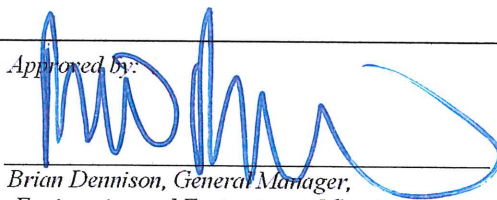
Submitted by,



Norm Olive P.Eng., Manager,  
Capital Projects

NJO:jlb

Approved by:



Brian Dennison, General Manager,  
Engineering and Environmental Services



## STAFF REPORT

### KINSOL TRESTLE REVITALIZATION COMMITTEE MEETING OF JUNE 23, 2010

**DATE:** June 17, 2010

**FILE No:**

**FROM:** Brian Farquhar, Manager, Parks and Trails Division

**SUBJECT:** Kinsol Trestle Grant Funding Update

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**Recommendation:**

That this report be received for information.

**Purpose:**

To provide the Committee with an updated copy of the Kinsol Trestle Grant Funding Update Report, which has been requested by the Regional Services Committee.

**Financial Implications:**

The historic Kinsol Trestle Rehabilitation Project is funded 100 percent through grant funding, donations and in-kind contributions.

**Interdepartmental/Agency Implications:**

The Ministry of Transportation and Infrastructure, owner of the historic Kinsol Trestle, has issued a 10 year permit for the rehabilitation, operation and ongoing maintenance of the structure to the Cowichan Valley Regional District.

**Background:**

The Regional Services Committee has requested an update on the grant funding commitments received by the Cowichan Valley Regional District for the historic Kinsol Trestle rehabilitation project. A copy of the attached report is provided for the June 23, 2010 Regional Services Committee meeting.

Submitted by,

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

BTF/mca  
Attachment



## STAFF REPORT

### REGIONAL SERVICES COMMITTEE MEETING OF JUNE 23, 2010

**DATE:** June 17, 2010

**FILE No:**

**FROM:** Brian Farquhar, Manager  
Parks and Trails Division

**BYLAW No:**

**SUBJECT:** Kinsol Trestle Revitalization Grant Funding Status Update

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**Recommendation:**

That this report be received for information.

**Purpose:**

To provide an update on the status of project funding secured for the historic Kinsol Trestle Revitalization Project.

**Financial Implications:**

The Regional Board has previously approved expenditure of \$6.581 million in grant funding on the rehabilitation of the historic Kinsol Trestle, inclusive of a new walkway across the top of the structure for trail users on the Cowichan Valley Trail to cross over the Koksilah River.

**Interdepartmental/Agency Implications:**

The Provincial Ministry of Transportation and Infrastructure owns the former Canadian National Railway corridor, inclusive of the Kinsol Trestle. A 10-Year Entry Authorization Permit has been issued by the Ministry to the Regional District for the purpose of rehabilitating and operating/maintaining the Kinsol Trestle.

**Background:**

Direction was given to staff to provide an update to the Regional Services Committee on the status of funding for the historic Kinsol Trestle Rehabilitation Project, inclusive of funding the new walkway atop the trestle, approach work improvements, scenic viewing areas/landscaping, signage and parking improvements.

The following table provides a summary of grant funding secured to date:

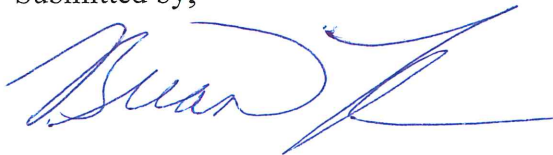
**Grant Funding Commitment Summary (In Place as of June 16, 2010)**

<b>Grant Funding Source</b>	<b>Grant Funding Amount (Approved for Expenditure)</b>
Provincial LocalMotion Grant	\$1,611,000
Island Coastal Economic Trust Grant	\$1,000,000
Canada/BC – Building Canada Fund Communities Grant	\$3,770,732
Trans Canada Trail Foundation Grant	\$250,000
<b><u>Grant Project Funding Summary</u></b>	<b><u>\$6,631,732</u></b>

The requirements for the majority of the grant funding approved for the project is the funds must be expended no later than March 31, 2011 in order to be fully released for the project. This deadline requirement is a key factor in scheduling of the works and issuance of contracts, to ensure that the project is able to maximize the funding commitments. The committed grant funds received to date are the basis for the extent of core work to be completed on the historic Kinsol Trestle in the coming months to achieve the stabilization of the historic structure, upgrade of key bents, construction/installation of the new walkway and ancillary works with respect to viewing areas, trestle approaches, signage and parking improvements geared to opening the trestle for trail users in spring 2011.

The Cowichan Foundation's fundraising efforts secured the \$250,000 Trans Canada Trail grant for the project and supported the Regional District's successful application for the \$3.77 million BCF-CC Stimulus Funding grant. The Cowichan Foundation is now focused on the final fundraising campaign push over the coming months within the community to raise just over \$765,000 (of which the Foundation has already secured a small portion too date) in funding and in-kind contributions. The additional funds and in-kind contributions secured by the Cowichan Foundation will allow for further non-core rehabilitation work to be undertaken and establishment of a legacy fund towards future ongoing maintenance/rehabilitation work on the structure. A successful campaign realized by the Foundation will create a total project funding value for current and ongoing legacy work on the historic Kinsol Trestle project in the order of \$7.39 million.

Submitted by,



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