



C·V·R·D

**NOTICE OF
PARKS COMMITTEE MEETING**

Wednesday
November 10, 2010
Regional District Board Room
175 Ingram Street, Duncan, BC

3:00 p.m.

A G E N D A

		<u>Pages</u>
3:00 p.m.	<u>START OF MEETING</u>	
1.	<u>APPROVAL OF AGENDA</u>	1 – 2
2.	<u>ADOPTION OF MINUTES</u>	
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4.	<u>DELEGATIONS</u>	
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	SR2 Staff Report from Ryan Dias, Parks Operations Superintendent, regarding Regional Parks Maintenance Services Contract Extension.	11 – 14
6.	<u>CORRESPONDENCE</u>	
	C1 Correspondence from Mark Ruttan, Deputy CAO, Municipality of North Cowichan, regarding the Chemainus Pedestrian Crossings and Sidewalks	15
7.	<u>INFORMATION</u>	
	IN1 News Article published in the October 21, 2010, <i>Globe and Mail</i> titled, “Ottawa to help fund completion of Trans Canada Trail”.	16 – 17

8. **NEW BUSINESS**

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 September 8, 2010	18 – 19
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CSSR1	Staff report, Section 90(1)(e)	20 – 24
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CSSR2	Staff report, Section 90(1)(e)	<i>To be distributed at meeting</i>
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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, September 8, 2010, at 3:04 p.m. in the Regional District Board Room, 175 Ingram Street, Duncan, BC

PRESENT

Director Mel Dorey, Chair
 Director Ian Morrison, Vice-Chair
 Director Loren Duncan (arrived 3:09)
 Director Gerry Giles
 Director Brian Harrison
 Director Lori Iannidinardo (arrived 3:19)
 Director Phil Kent
 Director Dave Haywood
 Director Klaus Kuhn (arrived 3:16)

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

It was Moved and Seconded

That the agenda, be amended with the addition of the following one item of New Business:

NB1 Correspondence from The Honourable Pat Bell, Minister of Forests and Range, regarding the harvesting of private lands owned by TimberWest Forest Corporation in the vicinity of the Upper Koksilah River.

and that the agenda, as amended, be approved.

MOTION CARRIED

M1 - MINUTES

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

MOTION CARRIED

BUSINESS ARISING

There was no business arising.

DELEGATIONS

There were no delegations.

STAFF REPORTS

**SR1 – Cowichan Valley
Trail Completion
Initiative – Summer
2010 Update**

Dan Brown, Parks Trails Technician, presented staff report dated September 8, 2010, regarding the Summer 2010 Update on the Cowichan Valley Trail Completion Initiative

Report received for information purposes.

SR2 – Use Compliance on the Cowichan Valley Trail Ryan Dias, Parks Operations Superintendent, presented staff report dated September 2, 2010, regarding the use compliance campaign initiative for the Cowichan Valley Trail.

Report received for information purposes.

SR3 – Regional Parks Mid-year Budget Status Brian Farquhar, Manager, Parks and Trails Division, presented staff report regarding the report on the status of the Regional Parks mid-year budget,

Report received for information purposes.

CORRESPONDENCE No correspondence

NEW BUSINESS

NB1 – THE HON. PAT BELL, CORRESPONDENCE Brian Farquhar, Manager, Parks and Trails Division, reviewed correspondence from The Honourable Pat Bell, Minister of Forests and Range, regarding the harvesting of private lands owned by TimberWest Forest Corporation in the vicinity of the upper Koksilah River.

Correspondence received for information purposes.

PUBLIC QUESTIONS AND/OR COMMENTS

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 4:15 p.m.

RISE The Committee rose without report.

NEXT MEETING To be held Wednesday, November 10, 2010, at 3:00 p.m.

ADJOURNMENT It was Moved and Seconded
That the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:00 p.m.

Chair

Recording Secretary



STAFF REPORT

PARKS COMMITTEE MEETING OF NOVEMBER 10, 2010

DATE: November 10, 2010 **FILE NO:**

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

SUBJECT: Cowichan Valley Trail Completion Initiative – Fall 2010 Update

Recommendation:

This report is received for information purposes.

Purpose:

To inform the Parks Committee on continued progress of the Cowichan Valley Trail completion initiative with grant funding from Western Economic Diversification, Regionally Significant Gas Tax Fund, Island Coastal Economic Trust and capital funding under the Regional Parks budget.

Financial Implications:

n/a

Background:

Work on the Northern Completion Initiative of the Cowichan Valley Trail has continued at a steady pace over the course of the early fall prior to the rainy season. Highlights include: three kilometers of new trail on the Catalyst Waterline Route, 1.5 km of new trail near completion in Chemainus on Phase III of the rail with trail, and two new bridges on the Catalyst Waterline Route.

The status of the regional trail progress and upcoming development of new sections of future Cowichan Valley Trail are as follows:

A. Lake Cowichan to Duncan (24 km)

This rail to trail section was completed in summer of 2010 and the trail is now usable year round (due largely to the significant water control work performed). Remaining funds will be used as required to address any additional drainage issues that arise and to continue laying final surface material in the most heavily used sections.

Preventing unauthorized access by off-highway motorized vehicles has been an ongoing issue. Access points have been monitored throughout the early fall and all locations currently being accessed by 4x4 and other vehicles have been closed successfully.



Lake Cowichan to Duncan – 1km west of Agira Road

B. Bings Creek Bridge

The Bings Creek Bridge project has just been completed and has already become a popular destination for locals. In fact, one week after completion a trail counter was installed to record the number of users crossing the bridge. The greatest number recorded was 170 passes in one day. This was prior to finishing landscape work and any advertising or promotion of the site.

Final touches including split rail fencing, a large kiosk, viewing area, and landscaping/erosion control have all been completed.



Bings Creek Bridge is now complete

C. Chemainus Rail with Trail

Phase II of the Chemainus Rail with Trail between Henry Road and Elm Street is now complete.



Chemainus RWT Phase II Complete

Phase III of the Chemainus Rail with Trail is nearing completion. This 1.5 km long trail travels from Stocking Creek Park to North Watts Road with an additional trailhead at Finch Place. Recently, final surface material was laid on the entire stretch of trail. Prior to completion, landscaping will be completed at Finch Place and bollards, signage, and split rail fencing will be installed at trailheads.



Chemainus RWT Phase III prior to final surfacing

This section of trail will provide a safe pathway for walkers, cyclists, and equestrians around the narrow, windy hill through Davis Lagoon.

Ladysmith to RDN and Bush Creek Bridge

The Bush Creek Bridge is now complete. This 20 metre bridge is a major step towards the connection with the Regional District of Nanaimo.



Bush Creek Bridge prior to kiosk sign installation

The trail route through the Town of Ladysmith has been finalized and installation of signage directing users through the town will commence within the next few weeks. This will create a link between the Bush Creek trail section north of Ladysmith and the rail with trail sections in Chemainus.

D. Catalyst Waterline Route

Construction of the Catalyst Waterline Route trail has gone very smoothly over the early fall. Approximately 2.75 km of new trail has been constructed and final surfacing is 70% complete. The bridge over Bings Creek connecting the Lake Cowichan to Duncan trail and the Waterline route is complete and an additional bridge over Averill Creek is near completion.

The trail is already seeing a great amount of use and many people are excited at the prospect of the trail extension to the Cowichan Exhibition Grounds in 2011.



Catalyst Waterline Trail between Bings Creek and Skinner Road

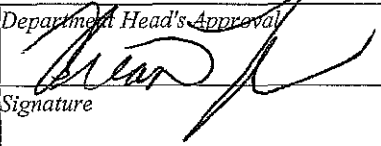
The extent of work completed to date has been funded primarily with grant funding through Western Economic Diversification (\$650,000 grant), UBCM Round 1 Gas Tax Funding (\$400,000), Island Coastal Economic Trust (\$743,891) and approved Regional Parks capital funding. Additional sections of the Cowichan Valley Trail – Northern Completion initiative are planned for construction in 2011 with remaining approved grant funding and regional parks funds as approved by the Board in the 2011 budget.

Submitted by,



Dan Brown
Parks Trails Technician
Parks, Recreation and Culture Department

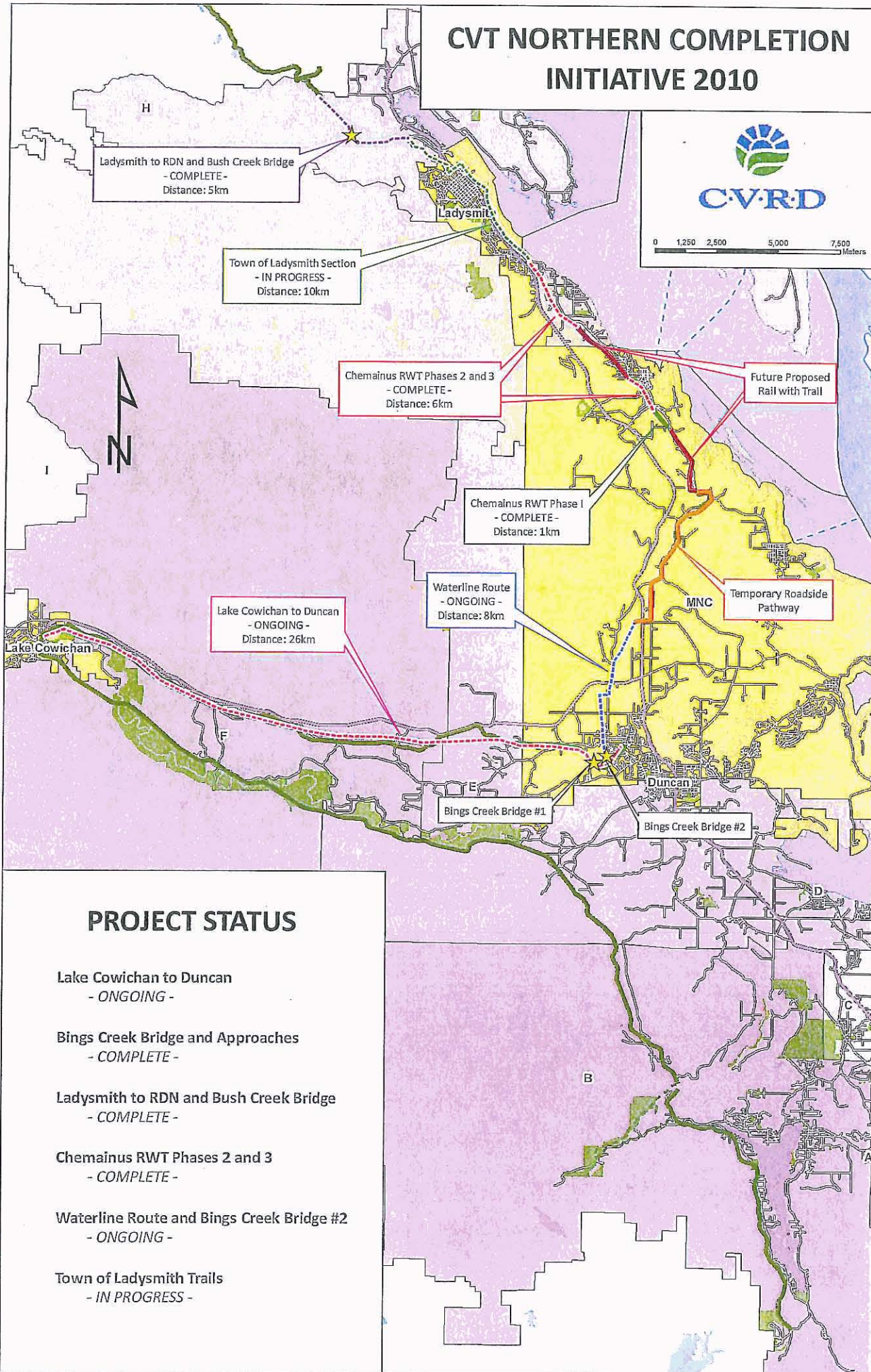
DB/mca

Department Head's Approval

Signature

CVT NORTHERN COMPLETION INITIATIVE 2010



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





STAFF REPORT

PARKS COMMITTEE MEETING OF NOVEMBER 10, 2010

DATE: November 4, 2010

FILE NO:

FROM: Ryan Dias, Parks Operations Superintendent

BYLAW NO:

SUBJECT: Regional Parks Maintenance Services Contract Extension

Recommendation:

That the regional parks portion of the parks maintenance services contract with Easy Living Landscape Holdings Ltd. be extended for an additional three years, commencing January 2011 through December, 2013, as per the existing contract renewal terms for a total fixed price of \$133,007 (excluding HST).

Purpose:

To request approval to extend the existing regional parks portion of the parks maintenance services contract for an additional three year period with Easy Living Landscape Holdings Ltd.

Financial Implications:

See background information below.

Interdepartmental/Agency Implications:

n/a

Background:

The existing parks maintenance services contract with Easy Living Holdings, inclusive of existing regional park sites, the Cowichan Valley Trail and local community parks within the South Cowichan is set to expire on December 31, 2010. The maintenance contract was awarded to Easy Living Landscape Holdings Ltd. as the lowest qualified bidder for a two year term with an option for a three year extension. As well as being the lowest qualified bidder, the hourly rates for work stipulated by Easy Living Holdings was also the lowest of the qualified bids received. The extension clause within the contract is at the sole discretion of the Regional District to re-negotiate with the maintenance contractor extension terms and fee for service. The Regional Park sites currently maintained under the contract include Spectacle Lake Park, Sandy Pool Regional Park, Chemainus River Park and the Cobble Hill Mountain Regional Recreation Area.

During the past two years the Cowichan Valley Trail Northern Completion Initiative has added an additional 40 km of new trail now maintained under the Regional Parks Program, including five engineered bridges and several landscaped trailheads and access points. Overall, this adds

40 kilometres in 2011 to the 25 kilometres of existing regional trail in the South Cowichan which includes two parking lots, several formal access points, and two bridges (including the McGee Creek Trestle).

In consideration of the length of the active Cowichan Valley Trail, the growing level of use (especially the regional trail sections near urban areas), the capital investment involved in constructing the trail sections, and the trail license requirements of the trail corridor owners, a detailed maintenance plan has been developed for the overall regional trail. This includes a maintenance prescription and schedule for every trailhead, parking lot, and trail section as the basis for defining maintenance requirements for the new sections. The detailed prescriptions allows for better projection of maintenance costs, as well as ease in monitoring contractors to ensure they are performing the duties outlined in their contract.

Trail maintenance prescriptions are split into urban trail sections, rural trail sections, and points of interest. This is due to the differences in levels of maintenance required for each section/point. Basic maintenance of all areas involves visiting the site once per month all year, while extra visits to high use areas are added in the summer months. This regularity in maintenance is important, not just for aesthetics and risk management but also to keep maintenance costs down by preventing vegetation from overgrowing the trail and being proactive in maintaining the trail surface.

In 2010 the overall parks maintenance contract costs to maintain the regional park sites and basic maintenance of the existing 25 km section of the Cowichan Valley Trail within the Shawnigan Lake area is expected to be \$15,572. For 2011, the additional 40 km of newly constructed regional trail has been negotiated at a value of \$ 20,690 based on the prescribed maintenance approach outlined above. The level of trail maintenance required on the existing trail section will also add an additional \$9,810 in 2011 to meet the revised trail maintenance prescriptions developed based on the re-assessment outlined above.

The attached table provides a summary of the 2010 Parks Maintenance Contract costs and proposed parks maintenance contract rates for 2011, 2012 and 2013 based on minor annual percentage increases for existing maintenance work as conducted under the 2009-2010 contract and the addition of approximately 40 kilometres of new regional trail. The additional work is based on the contract rates under the existing contract (with the rate increases). The increased visitor use to the Regional Park sites and the Cowichan Valley Trail has also factored in greater visitor refuse collection at these sites than anticipated under the original contract terms. For 2011-2013 a provision has also been factored in for this additional refuse collection work. The overall annual increase in costs to operate the regional park sites and the expanded Cowichan Valley Trail can be factored into the 2011 Regional Parks budget whilst remaining within a two percent or less increase to the regional parks tax requisition for 2011 as directed by the Regional Services Committee and Board.

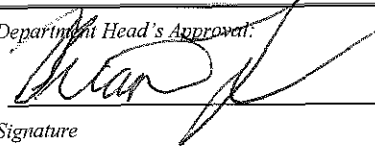
As noted above, Easy Living Holdings provided the lowest hourly rate of the qualified bids received during the tendering process. The level of service provided by Easy Living Holdings has consistently met the terms of the existing contract and it is uncertain given the short timeframe since the issuance of this contract whether significantly better prices would be derived through a re-tendering matched with the level of service provision currently being provided. Easy Living Holdings has also established a good working knowledge of performance

expectations, standards of maintenance and level of service requirements of the Regional District, which would be of benefit to the program through a contract extension.

Submitted by,



Ryan Dias
Parks Operations Superintendent
Parks, Recreation and Culture Department

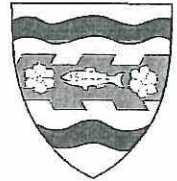
Department Head's Approval:

Signature

RD/mca
Attachment

Regional Parks

Maintenance Cost Breakdown	2010	2011	2012	2013
Maintenance Service Costs :	15,572	16,506	17,331	18,198
<i>Sandy Pool Regional Park</i>				
<i>Chemainus River Park</i>				
<i>Spectacle Lake Park</i>				
<i>Cobble Hill Mountain Rec. Area</i>				
<i>Cowichan Valley Trail (Shawnigan)</i>				
Percentage Increase	0%	6%	5%	5%
<i>Cowichan Valley Trail</i>				
<i>A. 40 km new trail</i>		20,690	21,724	22,810
<i>B. Minor additions to 21 km existing section</i>		9,810	10,300	10,815
Total Service Cost per annum, plus applicable taxes	\$15,752	\$47,006	\$49,335	\$51,823

Municipality of NORTH COWICHAN



C1



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Duncan, BC V9L 3X4

Tel 250 746 3100 Fax 250 746 3133
www.northcowichan.bc.ca

File No: 5400-20 CHE

October 7, 2010

Joe Barry, Corporate Secretary
Cowichan Valley Regional District
175 Ingram Street
DUNCAN, B.C. V9L 1N8

Dear Joe

Re: Chemainus Pedestrian Crossings and Sidewalks

This is to advise that the North Cowichan Municipal Council passed the following resolution at its October 6, 2010 Regular Council meeting:

"that Council direct staff to:

1. construct a pathway from the crosswalk on Chemainus Road, north to Cook Street, to create a safe space for pedestrian and cycling traffic, subject to approval from the Southern Vancouver Island Railway;
2. ask the Cowichan Valley Regional District (CVRD) to extend the Cowichan Valley Trail from Chapman Road to Cook Street, along the E & N right-of-way, rather than directing trail traffic to Victoria Road at that location; and
3. ask the CVRD to prioritize constructing the Cowichan Valley Trail in areas that will generate the most user traffic, as opposed to remote areas where the trail may be easier to construct."

If you have any questions please contact John MacKay, Director of Engineering and Operations, at 250-746-3136 or by email at mackay@northcowichan.ca

Sincerely

Mark Ruttan, Director of Administration and
Deputy Chief Administrative Officer

MOR/sc

pc: John MacKay, Director of Engineering and Operations
Mark Frame, Director of Finance
Emily Holmes, Resident

Original:	BIF	Copies to:
Sent:		
Committee(s):		
Directed by:	AB	Date: 10/22/10
File #	0470-20-NOR	



Ottawa to help fund completion of Trans Canada Trail

WENDY STUECK

VANCOUVER— From Friday's Globe and Mail

Published Thursday, Oct. 21, 2010 7:41PM EDT

Last updated Thursday, Oct. 21, 2010 7:51PM EDT

The push to complete the Trans Canada Trail for the nation's 150th birthday will get some financial momentum on Friday in Vancouver, where federal Environment Minister Jim Prentice is expected to announce up to \$10-million in funding for the project.

Mr. Prentice is scheduled to make the announcement at Vancouver's Stanley Park, where a paved seawall links to other city trails that are now part of the national system.

Begun in 1992 to commemorate Canada's 125th birthday, the Trans Canada Trail is the world's longest trail network and comprises nearly 400 trails ranging from logging roads to city streets and bike paths.

To date, more than 15,500 kilometres, or about 70 per cent of the proposed 22,000-kilometre route, have been completed. Organizers hope to finish the rest by 2017, the 150th year after Confederation.

Funding for the project has come from government, businesses and donors.

As the network has developed, some people have committed to travelling the breadth of the country, tackling stretches of the trail for weeks or months at a time, year after year.

Along the way, there were growing pains, such as incomplete stretches of trail and maps that didn't seem to correspond to what was on the ground.

Mindful of such shortcomings, the Manitoba Recreational Trail Association – which oversees the Trans Canada Trail in Manitoba, working with 18 regional trail associations and more than 100 volunteers – hired a trail rider this year to do an audit.

Kevin Klimczak, 26, spent about six weeks cycling more than 1,300 kilometres west to east across the province – taking photos, logging data in his GPS and poring over a map that had not been updated since 2005.

It was a wet summer in Manitoba. The first day of his trip, Mr. Klimczak came across a section of

the trail between two lakes that had been flooded. He slogged through it, water up to his knees and carrying his bike.

On most nights of his expedition, he was able to find a hotel room. When he couldn't, he set up a tent. He saw deer every day, at least one bear and was chased by a pack of stray dogs. Many days, he didn't see another human being on the trail.

With the physical part of his audit complete, he's now writing a report, part of a work-study term for his studies in recreational management at the University of Manitoba. His report will include information about foot bridges that need repair and other gaps in the network.

Despite its gaps, bumps and ruts, and even the occasional fence, the trail is a valuable national asset, Mr. Klimczak said.

"As an initiative to promote physical activity, it's great," he said on Thursday, about a week after completing his audit. "The connections between the small towns, like in western Manitoba, may just be a gravel road. But the good thing is, the towns have developed a trail close to town. And they're able to promote physical activity and just getting out, because they're really great walking trails."

And as a way to promote Canada's landscape, wildlife and natural beauty, it's unparalleled, he said.

"It's kind of difficult to see it from a vehicle when you're going 100 kilometres an hour and you're only stopping to gas up here and there," Mr. Klimczak said. "On a bike, or horseback riding or hiking, you really see a lot more."

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