



TOWN OF LAKE COWICHAN

Parks, Recreation and Culture Committee
Tuesday, March 17th, 2020 at 7:00 p.m. – Council Chambers

AGENDA

1. CALL TO ORDER

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| Page # |
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INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Ongoing Items Still Being Addressed:

- (i) Trans Canada Trail Signage at Hammond Road.
- (ii) Riverfront Walkway and Trail Connections – Update.
- (iii) Pickleball Request.

4. DELEGATIONS AND REPRESENTATIONS

5. CORRESPONDENCE

6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA– (maximum 3 minutes per speaker and maximum time allotted 15 minutes).

7. REPORTS

- (a)** Superintendent, Public Works and Engineering Services re: Summary Report for Feb/March 2020.
- (b)** Superintendent, Public Works and Engineering Services re: River's Edge Memorial Park.
- (c)** Superintendent, Public Works and Engineering Services re: Centennial Park-Projects 2020.

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8. NEW BUSINESS

None.

9. NOTICES OF MOTION

10. PUBLIC RELATIONS ITEMS

11. QUESTION PERIOD (maximum 3 minutes per speaker and maximum time allotted 15 minutes)
- Limited to items on the agenda

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Memo



TO: Chief Administrative Officer

SUBJECT: Summary Report for Parks and Recreation - Feb 2020 / Mar 2020

DATE: March 13, 2020

FROM: Superintendent, Public Works and Engineering Services

Capital

- Centennial Park Parking Lot
 - 50% Drawings submitted
 - See Centennial Park Memo
- River's Edge Memorial Garden
 - See River's Edge Memorial Garden Memo
- Concept plan submitted by Consultant for Kasapi Park.
 - See Appendix A for drawing.
 - Considered for 2021 budget.
- Duck Pond Washroom scoped and priced.

Maintenance

- Contractor at Centennial Park to fertilize Centennial Park field.
- Annual tree trimming and park maintenance starting for the season.

Operations

- New banners are being designed for displace on light poles.
- High school students will be supplying the rest of the banners.

A handwritten signature in black ink, appearing to read "Kam So", written over a horizontal line.

Kam So, P.Eng, MBA (Candidate)
Superintendent, Public Works and Engineering Services

Memo



TO: Chief Administrative Officer
SUBJECT: River's Edge Memorial Park
DATE: March 13, 2020
FROM: Superintendent, Public Works and Engineering Services

Background

The development of the River's Edge Memorial park is in the planning process. The concept plan was presented at the last Parks and Recreation Committee.

Current Status

1. New plants are being sourced.
2. Design of viewing platform has been initiated.
3. Entrance sign has been scoped and priced.

Options for Sign

Lt. barre grey granite (domestic):

1. 96" x 6" x 60", polished face, sawn back, rustic sides: **\$10,200.00**
2. 96" x 8" x 60", pol. face, sawn back, rustic sides: **\$11,950.00**
3. 96" x 16"/5" x 60", pol. face, rough cut back, rustic sides: **\$19,920.00**

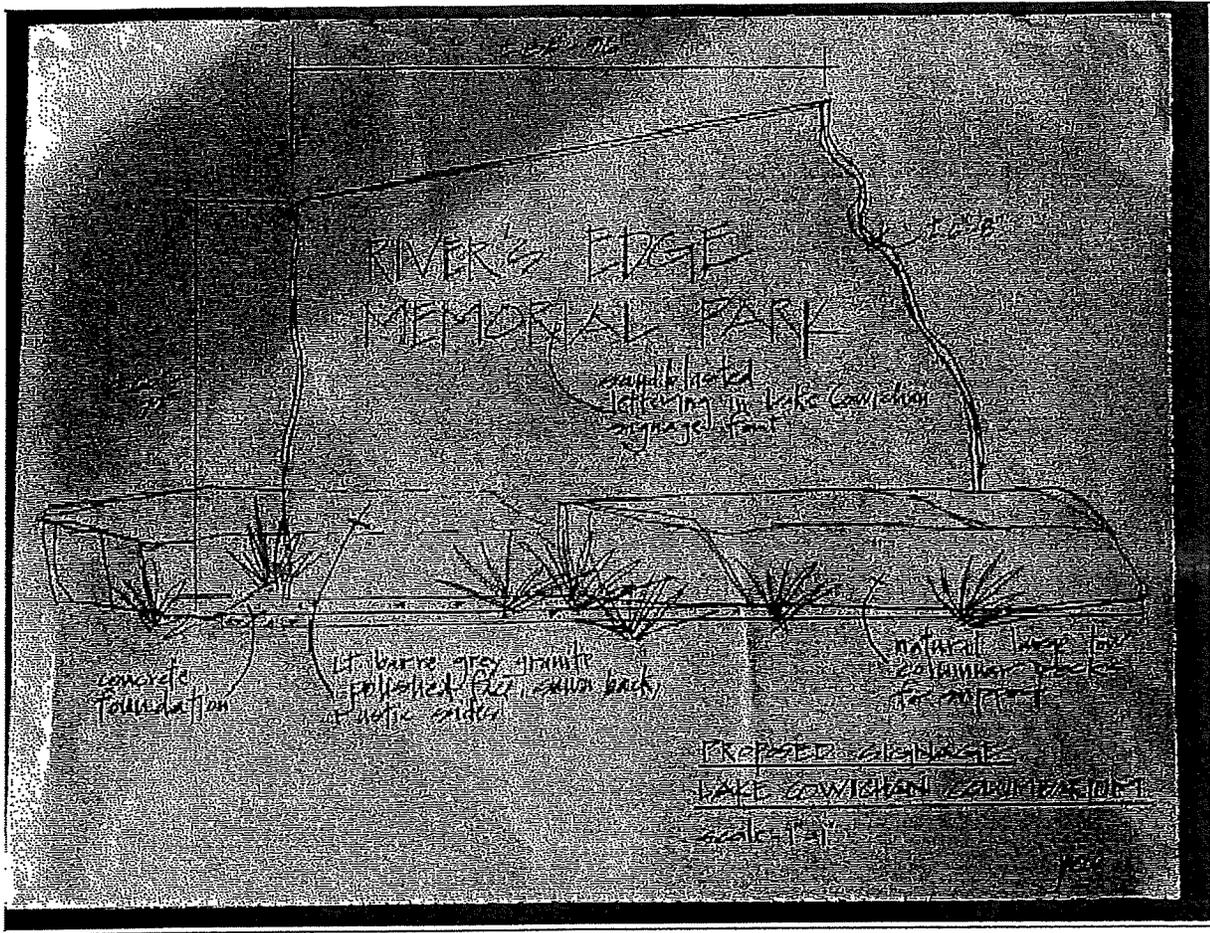
China grey granite (imported):

1. **\$9,450.00**
2. **\$10,400.00**
3. **\$15,700.00**

Above prices includes all sandblasted lettering and delivery. Taxes are extra.

Installation of foundation will be required for PWS to source.

The estimated shipping time for the domestic boulders is 3 months. The estimated shipping time for the China boulder could be 5 months.



Recommendation

1. Approve layout of proposed entrance sign.
2. Source granite from a domestic source, preferably in BC.
3. Choose 96" x 6" x 60", polished face, sawn back, rustic sides: \$10,200.00
4. Final pricing and installation still to be determined.

Kam So, P.Eng, MBA (Candidate)
 Superintendent, Public Works and Engineering Services

Memo



TO: Chief Administrative Officer
SUBJECT: Centennial Park – Projects 2020
DATE: March 13, 2020
FROM: Superintendent, Public Works and Engineering Services

Background

There are three projects at Centennial Park:

1. Construction of a new 60 space parking lot.
2. New construction and repurposing of the existing washroom.
3. Clearing brush behind the ball diamonds on Point Ideal Road.

Construction of a new 60 space parking lot

Purpose

1. Improve drainage in area.
2. Allow for cars to be parked in a logical order and allow for more cars to be parked.
3. Allow for logical progression of cars entering and leaving facility.
4. Allow for cars to not block roads or use other parking facilities.
5. Allow for a more pleasant experience for park users.

Status

1. Preliminary site 50% site plan has been submitted to PWS for review and comment. (See appendix A)

Construction and repurposing of the washroom

Purpose

1. Existing washroom is in need of major rehabilitation and upgrading.
2. The cost to build a new washroom facility will be less expensive.
3. The current location of existing facility is not convenient to park users.
4. The new washroom facility will be more usable and accessible.
5. The old washroom can be repurposed as a storage facility.
6. The washroom will have benches to allow for clothes changing.

Status

1. Preliminary floor plan has been submitted to PWS for review and comment (See appendix B)

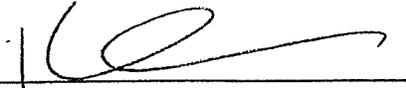
Brush clearing

Purpose

1. Areas around the Centennial Park have become overgrown with invasive species and the brush has become unsightly.
2. Removing the brush will create a more pleasant experience for the park users.
3. Building berms will reduce the risk of Point Ideal Road to be flooded.
4. Areas that need the most addressing are the areas along Point Ideal Road and the fenced area on south shore road.

In conclusion

These projects will create a more pleasant experience for park users.



Kam So, P.Eng, MBA (Candidate)
Superintendent, Public Works and Engineering Services

TOWN OF LAKE COWICHAN

CLIENT

ADDRESS / CONTACT INFO.

309 S SHORE Rd, LAKE COWICHAN BC

PROJECT NAME

CENTENNIAL PARK PARKING LOT

DESCRIPTION

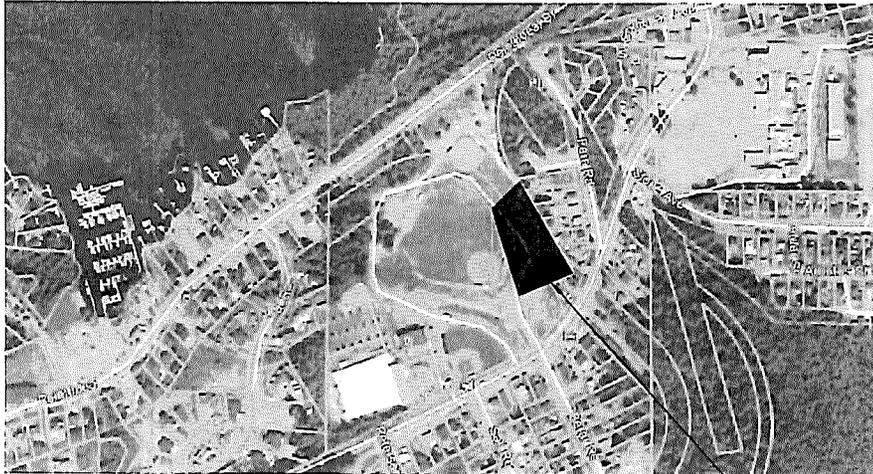
McELHANNEY PROJECT

2233-02011-00

OTHER REFERENCE

STATUS

PRELIMINARY (50%) SUBMISSION



PROJECT LOCATION



Suite 202
5855 York Road
Duncan BC
Canada V9L 3S3
T 250 748 3335

GENERAL NOTES

- IF A CONFLICT BETWEEN THE SPECIFICATIONS ARISES, THE MOST STRINGENT SPECIFICATION SHALL APPLY.
- CONTRACTOR TO ENSURE MINIMAL OBSTRUCTION TO LOCAL TRAFFIC IN ACCORDANCE WITH TOWN OF LAKE COWICHAN RESOLUTIONS.
- CONTRACTOR TO RECEIVE PERMISSION FOR HIGHWAY CONSTRUCTION FROM TOWN OF LAKE COWICHAN PRIOR TO THE START OF ANY CONSTRUCTION.
- CONTRACTOR TO NOTIFY THE TOWN OF LAKE COWICHAN 2 WEEKS PRIOR TO CONSTRUCTION.
- CONTRACTOR TO MAINTAIN AN UP-TO-DATE SET OF FIELD DRAWINGS FOR THE PREPARATION OF AS-CONSTRUCTED DRAWINGS. THE DRAWINGS ARE TO BE DELIVERED TO THE ENGINEER PRIOR TO SUBSTANTIAL PERFORMANCE. ALL DATA MUST BE SURVEYED AND PROVIDED BY A REGISTERED SURVEYOR AND MUST BE IN THE SAME COORDINATE SYSTEM AS THE EXISTING DRAWINGS IN CHARGE FOR THE ENGINEER TO PREPARE THE AS-CONSTRUCTED DRAWINGS. MISSING OR INADEQUATE DATA TO BE PROVIDED BY THE CONTRACTOR OR BY AN AUTHORIZED SURVEYOR AT THE CONTRACTOR'S EXPENSE. ALL INFORMATION PROVIDED MUST BE TO THE SATISFACTION OF THE ENGINEER.
- CONTRACTOR TO ENSURE EXISTING DIMENSIONS AND IRON PILES ARE NOT DISTURBED DURING CONSTRUCTION. ANY DIMENSIONS OR IRON PILES IN DANGER OF INTERFERENCE ARE TO BE REINFORCED AND, IF DISTURBED, BE REPLACED BY A REGISTERED BC LAND SURVEYOR AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR CONSTRUCTION LAYOUT, MEASUREMENTS, TECHNIQUES, DEVICES AND PROCEDURES FOR CONSTRUCTING THE VARIOUS PARTS OF THE WORK IN THESE DRAWINGS. McELHANNEY WILL PROVIDE DIGITAL FILES FOR LAYOUT PURPOSES UPON REQUEST.
- THE CONTRACTOR WILL BE CONSIDERED THE PRIME CONTRACTOR AND WILL ASSUME THE RESPONSIBILITIES AS SUCH AS OUTLINED IN THE WORKERS COMPENSATION ACT FOR THE DURATION OF THE PROJECT.
- NO CONSTRUCTION TO TAKE PLACE UNLESS DRAWINGS ARE ISSUED FOR CONSTRUCTION AND ALL APPROVALS ARE IN PLACE. CONTRACTOR TO CONSULT WITH ENGINEER.
- CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, UTILITY COMPANIES AND THE TOWN OF LAKE COWICHAN PRIOR TO CONSTRUCTION.
- ALL LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES SHOWN ARE APPROXIMATE. ALL OR ANY STRUCTURES ARE NOT NECESSARILY SHOWN.
- ANY ALTERNATIVES TO SPECIFIED MATERIALS OR APPURTENANCES TO BE APPROVED BY ENGINEER.
- CONTRACTOR TO SUBMIT WORK PLAN TO ENGINEER PRIOR TO CONSTRUCTION, INCLUDING EQUIPMENT TO BE UTILIZED, EXCAVATION METHODOLOGY, ETC.

TRENCHING, EXCAVATION AND BACKFILLING

- CONTRACTOR TO EXCAVATE TO CORRECT LOCATION AND ELEVATION OF EXISTING UTILITIES AT ALL CROSSINGS AND CONNECTION POINTS AND CORRELATE DATES WITH THE ENGINEER PRIOR TO CONSTRUCTION. LOCATION OF EXISTING UTILITIES SHOWN ARE APPROXIMATE ONLY AND ARE REQUIRED TO BE CORROBORATED BY THE TOWN OF LAKE COWICHAN OR REPAIR TO EXISTING UTILITIES SHALL BE THE FULL RESPONSIBILITY OF THE CONTRACTOR.
- AFTER CONSTRUCTION, RESTORE WORK AREAS AND ALL EXISTING FEATURES TO THEIR ORIGINAL CONDITION OR BETTER TO THE SATISFACTION OF THE TOWN OF LAKE COWICHAN (TOLC) AND PRIVATE PROPERTY OWNER.
- ALL EXCAVATION TO BE AS PER WORKSAFE BC REQUIREMENTS UNLESS OTHERWISE APPROVED BY WRITING BY A GEOTECHNICAL ENGINEER. SEE SECTIONS 20.9 - 20.13.
- CONTRACTOR SHALL RETAIN AND PAY FOR THE SERVICES OF A QUALIFIED INDEPENDENT GEOTECHNICAL TESTING ENGINEER TO PROVIDE QUALITY CONTROL SERVICES DURING CONSTRUCTION AND SHALL PROVIDE THE FOLLOWING AT A MINIMUM UNLESS APPROVED IN WRITING BY A GEOTECHNICAL ENGINEER:
 - SEIVE ANALYSIS OF SANDS AND AGGREGATES SUPPLIED TO THE WORK.
 - STANDARD PROCTOR DENSITY CURVES FOR BACKFILL MATERIALS.
 - STANDARD PROCTOR DENSITY CURVES FOR APPROVED ROBBYON MATERIALS.

ROADWORKS

- CONSTRUCT ALL ROADWAYS AS SHOWN ON THE TYPICAL SECTIONS AND DETAIL DRAWINGS AND IN ACCORDANCE WITH THE HANCO STANDARDS SPECIFICATIONS.
- ALL PAVING TO BE IN ACCORDANCE WITH HANCO SPECIFICATIONS. SEE DESIGN TO BE APPROVED BY GEOTECHNICAL ENGINEER.
 - ALL GRANULAR BASE AND GRANULAR SUB-BASE TO BE IN ACCORDANCE WITH HANCO SPECIFICATIONS.
- CONTRACTOR SHALL RETAIN AND PAY FOR THE SERVICES OF A QUALIFIED INDEPENDENT GEOTECHNICAL TESTING ENGINEER TO PROVIDE QUALITY CONTROL SERVICES DURING CONSTRUCTION AND SHALL PROVIDE THE FOLLOWING AT A MINIMUM UNLESS APPROVED IN WRITING BY A GEOTECHNICAL ENGINEER:
 - SEIVE ANALYSIS OF SANDS AND AGGREGATES SUPPLIED TO THE WORK.
 - STANDARD PROCTOR DENSITY CURVES FOR BACKFILL MATERIALS.
 - STANDARD PROCTOR DENSITY CURVES FOR APPROVED ROBBYON MATERIALS.
 - COMPACTNESS CONTROL TESTS FOR BACKFILL AND ENHANCEMENT MATERIAL INCLUDING:
 - GRAVELLY BASE AND SUB-BASE (ROADS) - ONCE FOR 50 USUAL METRES PLUS PROOF ROLL TEST, FULL LENGTH.
 - ASPHALT A/C DESIGN AND TESTING
 - ASPHALT TESTS FOR THE FOLLOWING:
 - AGGREGATE GRADATION TESTS - ONE PER 200 TONNES OF PRODUCTION (MINIMUM ONE PER DAY DURING ASPHALT PLACEMENT).
 - SHALL TESTS - THREE PROPERTIES FOR EVERY 200 TONNES OF PRODUCTION (MINIMUM ONE PER DAY DURING ASPHALT PLACEMENT).
 - COMPACTION - ONE CORE FOR EVERY 600m² PLACED.
- SUBGRADE TO BE APPROVED BY GEOTECHNICAL ENGINEER. ANY FAILURE OF THE SUBGRADE AFTER APPROVAL IS THE RESPONSIBILITY OF THE CONTRACTOR. ANY INSTANTANEOUS PROCEDURES REQUIRED TO PROTECT THE SUBGRADE IS THE RESPONSIBILITY OF AND AT THE EXPENSE OF THE CONTRACTOR.
- SOILS AWAY TO BE HYDRO-SEEDING IN ACCORDANCE WITH HANCO SECTION 21 R2 19 - HYDRALIC SEEDING UNLESS OTHERWISE NOTED. CONTRACTOR TO PROVIDE SEED MIX FOR APPROVAL PRIOR TO INSTALLATION.

ENVIRONMENTAL AND TREE PROTECTION

- CONTRACTOR TO PROVIDE AN ENVIRONMENTAL PROTECTION & MANAGEMENT PLAN (EPM) TO BE APPROVED BY THE TOWN OF LAKE COWICHAN (TOLC) & McELHANNEY LTD. PREPARED BY A QUALIFIED ENVIRONMENTAL CONSULTANT A MINIMUM OF 48 HOURS BEFORE COMMENCING CONSTRUCTION, WHICH WILL PROVIDE DETAILS AND PROCEDURES. AT A MINIMUM OF THE FOLLOWING:
 - DISPOSAL OF WASTES.
 - DISCHARGING OF TRUCK/WATER.
 - EROSION AND SEDIMENT CONTROL.
 - FUEL SPILL CONTROL, INCLUDING SIZE AND TYPE OF SPILL KITS.
 - DRAINAGE, THE TREATMENT AND DISPOSAL OF DEWATERING, IN ACCORDANCE WITH REGULATORY AGENCY REQUIREMENTS.

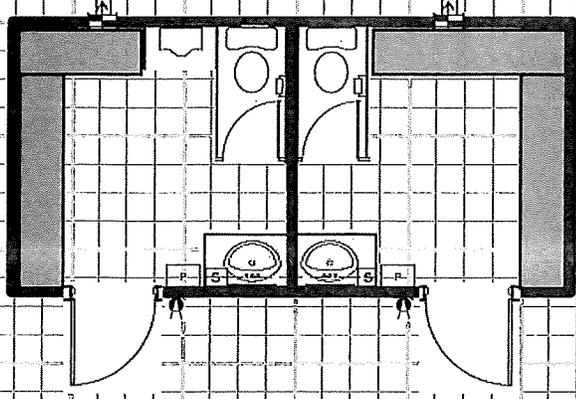
LANDSCAPING

- HYDRO-SEED TO CONTRA SEED, FERTILIZER AND MULCH/COVER. CONTRACTOR TO SUPPLY PROPOSED PRODUCT AND APPLICATION METHOD TO ENGINEER FOR APPROVAL.

| SHEET # | SHEET TITLE | REVISIONS | | |
|---------|---------------------|-----------|----|----|
| | | 00 | 01 | 02 |
| | COVER SHEETKEY PLAN | X | | |
| C1 | SITE PLAN | X | | |
| C2 | SITE GRADING PLAN | X | | |
| C3 | UTILITIES PLAN | X | | |
| | LANDSCAPING PLAN | | | |
| | DETAILS & SECTIONS | | | |



10x20 Change Room - Lake Cowichan



- General Specifications:

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| Exterior Siding: | Metal siding & metal fascia | Ceiling: | Vinyl-clad gyproc (white) |
| Interior Walls: | FRP (fibre reinforced plastic) paneling (white) | Roof: | EPDM (rubber) roofing |
| Windows: | n/a | Heating/Cooling: | Electric forced-air heaters (240V) & baseboard |
| Exterior Doors: | Solid-core door with 'D' pull handle, deadbolt, door closer | Lighting: | LED lights, surface mounted; Exterior LED lights |
| Interior Doors: | solid-core door, painted wood with passage set (if applicable) | Electrical: | 120/240 volt single phase, mast & weatherhead, Amperage TBD by design. Electrical panel. |
| Floor: | Sheet vinyl flooring w/ u-lay (commercial grade). Rubber moulding | Plumbing: | Mens: see layout (no HWT) Womens: see layout (no HWT) Surface mounted water lines (run hot & cold lines. Hot for future) Underside plumbing drops. Site manifolding by others. |
| Other: | Walls: 2x4 studs. R12 batt ins. Roof: R20 batt insulation Floor: R20 batt insulation H&W Brackets | Notes: | Factory installed benches (orange) |

