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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **May 28, 2019 at 3 pm**

Juan de Fuca Local Area Services Building, #3 – 7450 Butler Road, Otter Point, BC

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of March 26, 2019
3. Chair's Report
4. Director's Report
5. Staff Report
 - a) Staff News
6. New Business
 - a) Petrel Drive Trail
 - b) Open Meeting Requirements
 - c) July Meeting Date
7. Unfinished Business
 - a) Friends of Coppermine Park Society - Picnic Shelter Proposal
 - b) Electric Vehicle Charging Station - Port Renfrew
 - c) Priest Cabin Trail Improvements
 - d) Kemp Lake Fishing Pier and Boat Launch Project
 - e) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw
8. Next Meeting: June 25, 2019
9. Adjournment



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, March 26, 2019 at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), C. Bennett, V. Braunschweig, J. Gaston, A. Sielopp, P. Sloan
Staff: D. Closson, Manager, Juan de Fuca Parks and Recreation;
E. Taylor, Planner; W. Miller, Recorder
ABSENT: B. Croteau, A. Marchand, W. Vowles (Alternate Director)
PUBLIC: 0

The meeting was called to order at 3:00 pm

1. Approval of the Agenda

MOVED by Commissioner Sielopp, **SECONDED** by Commissioner Braunschweig that the agenda be approved. **CARRIED**

2. Adoption of the Minutes of January 29, 2019

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the minutes from the meeting of January 29, 2019, be adopted. **CARRIED**

3. Chair's Report

The Chair welcomed Commissioner Sielopp, the second representative for East Sooke, to the meeting.

4. Director's Report

None.

5. Delegation – Juan de Fuca Community Planning

a) Subdivision Application SU000697 - Lot 93, Renfrew District, Except Part in Plan 23812 (West Coast Road)

Emma Taylor spoke the staff memo to the Commission and the re-referral for a proposed 3-lot subdivision. It was confirmed that the referral from the Ministry of Transportation and Infrastructure (MoTI) was first considered by the Commission at its meeting of January 9, 2019. At that meeting, the Commission resolved to support a 20 m wide road allowance on the west side of Vye Creek for park interest for a future park trail consistent with the Riparian Areas Regulation (RAR). The MoTI has reported that it does not support road dedication next to the creek due to the possibility of further subdivision and the presence of an existing nearby access that could be expanded.

Emma Taylor directed attention to the new access proposed by the developer, as included in the memo.

Emma Taylor responded to questions from the Commission reporting that the:

- Juan de Fuca Land Use Bylaw, Bylaw No. 2040, supports the provincial Approving Officer approving subdivision of a lot separated by a highway

- dedication of a 20 m wide road allowance on the west side of Vye Creek could support further subdivision of proposed Lot 2
- next dedicated water access west of Vye Creek is located at Sandcut Creek

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Gaston that the Commission rescind its motion of January 29, 2019, and recommend support for adding a 20 m wide road allowance to the existing access to the west of proposed Lot 2.

Commission comments included:

- the most amendable access to the beach on Lot 93 is at the access to the west of proposed Lot 2
- expansion of the road allowance would support future parking
- parking facilities on the expanded road allowance would deter users from parking on Highway 14
- expansion of the road allowance would provide greater buffering options between 11033 West Coast Road and proposed Lot 2
- expansion of the road allowance would provide a larger wildlife corridor and a more accessible emergency access to water

The Chair called the question.

CARRIED

b) Subdivision Application SU000699/SU000700 - Lot 2, Section 97, Sooke District, Plan 15036 (6400 Block East Sooke Road)

Emma Taylor spoke to staff memo to the Commission and the referral received from the MoTI for a proposed 9-lot subdivision of Lot 2 on East Sooke Road. It was confirmed that the Commission considered the rezoning application (RZ000253) at its meeting of September 25, 2019. At that time, the Commission recommended support for the application and protection of the proposed wildlife corridor through a multi-party covenant.

Staff responded to questions from the Commission confirming that the:

- wildlife corridor has been included in the plan of subdivision
- comments received from the public support the wildlife corridor
- cash-in-lieu of parkland dedication is based on 9 lots

Commission comments included:

- members of the Commission walked the site
- the subject property is not amendable to trail construction
- there are numerous parks in the vicinity of the subject property
- support for delineation/marketing of the wildlife corridor boundaries

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sielopp that the Commission supports subdivision of Lot 2, Section 97, Sooke District, Plan 15036 with the protection of the wildlife corridor secured through a multi-party covenant and that the requirement for park land dedication in accordance with Section 510 of the *Local Government Act*, for proposed subdivision of Lot 2, Section 97, Sooke District, Plan 15036 (SU000699/SU000700), be received in the form of cash-in-lieu.

CARRIED

6. Correspondence

a) Friends of Coppermine Park Society

MOVED by Commissioner Bennett, **SECONDED** by Commissioner Sielopp that the Commission receive the correspondence from the society which confirms that the society will not be requesting funding support to host an Easter event this year due to the construction of the picnic shelter and which requests that consideration be given to funding stairs to access the hillside and community hall.

CARRIED

7. Staff Reports

a) Staff News

Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)

At its meeting of December 12, 2018, the CRD Board considered and supported the Juan de Fuca Land Use Committee's recommendation

- a) That the Board motion of November 12, 2014, requesting cash in-lieu of land for subdivision application S-03-14, for Lot 2, District Lot 17, Renfrew District, Plan 32241, be rescinded.
- b) That 5% park land dedication be requested pursuant to Section 510 of the *Local Government Act* for the proposed subdivision of Lot 2, District Lot 17, Renfrew District, Plan 32241 pursuant to securing dedication of land for a trail connection.

Don Closson presented photos from the staff site visit to the property on March 12, 2019. It was determined that there appears to be sufficient area for a walking trail when the 5% park dedication and the 7 m foreshore setback provision are combined. Notification has been sent to the land owner requesting that during the surveying required under the development permit there be identified (surveyed) markings showing the:

- lot boundaries adjacent to the ocean
- extent of the 7 m foreshore setback
- extent of park land dedication using 5% requirement
- location of marked trees to provide perspective/location

Working with residents at Jordan River on "The Shores Community Park"

The trailer was removed on March 14, 2019. The real estate company that placed the trailer has agreed to cover half the price of the project. There are no immediate plans for this location other than to more clearly define the park boundary. Boundary work to be done this year.

Friends of Coppermine Park Society- Picnic Shelter Proposal

The building permit has been received and construction can begin shortly. A site visit with Project Supervisor is planned to finalize the exact location of the picnic shelter and discuss any requirements as necessary. Geotech work has been done at the site and a report has been received. The report will assist in guiding the requirements for foundation construction when the project moves forward. A draft budget (\$16,750.00) has been developed for the project.

Don Closson responded to a question from the Commission reporting that temporary fencing options to restrict access to the construction site are being reviewed.

Port Renfrew Electric Vehicle Charging Station

Construction of three EV charging stations and one payment/information kiosk at the Port Renfrew Community Centre has started. The stations will be on a separate electrical service to ensure that the community centre is not over taxed and that operation is independent of the community centre other than the location of panel(s) inside the building. Conversations have been held with CRD Real Estate program to ensure that the lease (20 year) has appropriate clauses to protect the interest of the CRD and the public availability of the EV charging service once installed. Anticipated completion date has not been provided as of March 20, 2019.

Don Closson responded to a question from the Commission stating that it is understood that there will be no charge to the public for use of the stations until the Province advises otherwise.

Priest Cabin Park

As of March 20, 2019, the gate at West Coast Road and Cedar Coast Road has yet to be moved. The trail on the right-of-way leading from Cedar Coast Road to Priest Cabin Park has been cleared of any hazard trees and trail blocking impediments (as of December 18, 2018). It is anticipated that, due to the recent wind storms, there may be additional trees blocking the trail. These trees will be dealt with this spring. Once this work is completed, signage will be erected at Cedar Coast Road identifying the trailhead and outlining trail safety and trail route.

Kemp Lake Fishing Pier and Boat Launch Project

Staff have recently finalized layout and construction requirements for the foreshore portion of this project. The aquatic portion of the project will continue to be delayed until such time that the water line installation has been completed. It is anticipated that construction on the parking lot, boat launch, picnic and port-a-pottie areas can begin in the late spring.

Don Closson reported that the Freshwater Fisheries Society of BC has confirmed commitment to provide funding support. Funds are identified for 2020.

Caretaker Agreement – Wigglesworth Lake

It has been determined that the access used by the caretaker at Wigglesworth Lake is in trespass. Due to this issue and due to concerns raised about the trailer being located in the riparian area, it has been concluded that the current arrangement with the caretaker is untenable. It has been decided that the trailer will be removed and the access road will be blocked. The caretaker has accepted the offer to provide “Caretaker Services” under an alternate agreement which would pay a small stipend of \$100/month for 6 months during the summer and shoulder season. The trailer is required to be removed by March 31, 2019.

Don Closson responded to a question from the Commission confirming that the caretaker is responsible for insurance requirements.

Contracts and Agreements

All the agreements required to operate the parks and recreation programs and services for 2019 have been completed with the exception of the Wigglesworth Lake caretaker agreement and park stewardship agreements.

William Simmons Park & Butler Trail Park (Otter Point Road Improvements)

The Otter Point Road improvements project started at the beginning of March and is set to run for approximately six months. Staff from the Juan de Fuca Local Area Services Building met with the Project Supervisor from the MoTI to discuss the impacts and potential trade-offs associated with this project. All impacts within park boundaries will be remediated to best of the MoTI's abilities as well some improvements to roads and parking areas which impact the Juan de Fuca Local Area Services Building. Butler Trail will be reconstructed where impacted.

Tree Work at Sheringham Point, William Simmons and Brotherstone Parks

Tree cutting and removal companies have been hired to clear trees which have been downed over the past couple of months due to high winds.

JdFEA Recreation Program Guidelines - Review

The Commission reviewed the Recreation Program Guidelines, as circulated.

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the Commission approve the Recreation Program Guidelines.

CARRIED

Request for Expressions of Interest/Promotion of Recreation Events and Contracts

The opportunity for contractors to receive support for delivery of recreation programs in the Juan de Fuca Electoral Area was advertised in the February 13 Sooke News Mirror and posted on the bulletin board at the Juan de Fuca Local Area Services Building. The recreation programs currently sponsored by the Commission will be advertised in the next SEAPARC brochure which comes out in April.

2019 Hiking Program - Juan de Fuca Community Trails Society

A total of \$800 has been allocated to support the Juan de Fuca Community Trails Society's monthly guided hikes. Commission support was forwarded for including this opportunity in the next advertisement in the SEAPARC brochure.

8. New Business

a) Annual Amendment to Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw (Amendment Bylaw No. 4241)

Don Closson reported that:

- the CRD bylaw regulating recreation services and facilities fees are reviewed annually
- CRD Finance has requested a motion from the Commission approving the fees and charges for 2019-2020 by May 24
- review of the Commission fees and charges can be added to a future agenda to permit more detailed review

MOVED by Commissioner Sielopp, **SECONDED** by Commissioner Bennett that the Commission report no change to its Recreation Services and Facilities Fees for 2019-2020.

CARRIED

9. Unfinished Business

a) Friends of Coppermine Park Society - Picnic Shelter Proposal

Discussed under Staff News.

b) Electric Vehicle Charging Station - Port Renfrew

Discussed under Staff News.

c) Priest Cabin Trail Improvements

Discussed under Staff News.

d) Recreation Program Guidelines Review

Struck from the agenda.

e) Kemp Lake Fishing Pier and Boat Launch Project

Discussed under Staff News.

10. Next Meeting:

April 23, 2019

11. Adjournment

The meeting adjourned at 4:21 pm

Sid Jorna, Chair

Wendy Miller, Recorder



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**STAFF REPORT TO THE
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION
MEETING OF TUESDAY, MAY 28, 2019**

SUBJECT: Staff News

ISSUE: Information

Recreation Program Funding Support – Moving Into Wellness

Assistance of \$200 has been allocated to support continuation of the Moving Into Wellness program. The eight week movement program, running from May 9 to June 27, is designed for attendees 55+ and for individuals with movement challenges/concerns. The program is held at the Juan de Fuca Local Area Services Building.

Subdivision Application SU000699/SU000700 - Lot 2, Section 97, Sooke District, Plan 15036 (6400 Block East Sooke Road)

At its meeting of March 26, 2019, the Commission passed the following motion:

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sielopp that the Commission supports subdivision of Lot 2, Section 97, Sooke District, Plan 15036 with the protection of the wildlife corridor secured through a multi-party covenant and that the requirement for park land dedication in accordance with Section 510 of the *Local Government Act*, for proposed subdivision of Lot 2, Section 97, Sooke District, Plan 15036 (SU000699/SU000700), be received in the form of cash-in-lieu.

CARRIED

At its meeting of May 21, 2019, the Juan de Fuca Land Use Committee passed the following motion:

MOVED by Stan Jensen, **SECONDED** by Sandy Sinclair that the Land Use Committee recommends to the CRD Board that 5% cash in lieu of park land dedication be requested pursuant to Section 510 of the *Local Government Act* for the proposed subdivision of Lot 2, Section 97, Sooke District, Plan 15036.

CARRIED

It is anticipated the Juan de Fuca Land Committee's recommendation will be considered by the CRD Board at its June 12, 2019 meeting.

Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)

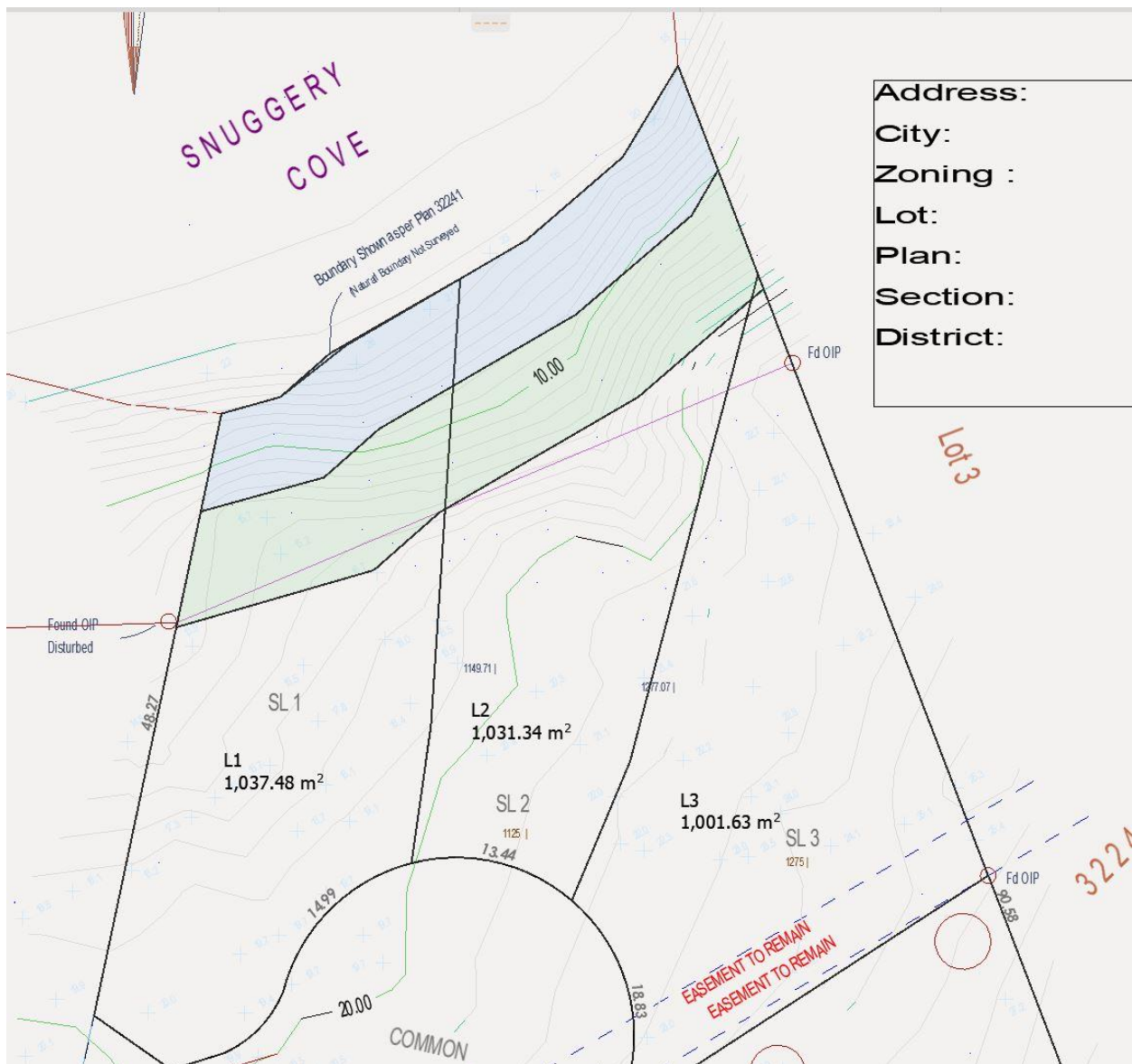
At its meeting of December 12, 2018, the CRD Board considered and supported the Juan de Fuca Land Use Committee's recommendation:

- a) That the Board motion of November 12, 2014, requesting cash in-lieu of land for subdivision application S-03-14, for Lot 2, District Lot 17, Renfrew District, Plan 32241, be rescinded.
- b) That 5% park land dedication be requested pursuant to Section 510 of the *Local Government Act* for the proposed subdivision of Lot 2, District Lot 17, Renfrew District, Plan 32241 pursuant to securing dedication of land for a trail connection.

The Manager and Community Planning staff undertook a site visit to the property on March 12, 2019. This was required to address concerns/questions which have arisen due to the possible location of the 5% park land dedication. It was determined that there appears to be sufficient area for a walking trail when the 5% park dedication and the 7 meter foreshore setback provision are combined. The topography is amenable to trail construction. A notification (e-mail) was sent to the land owner requesting that during the surveying requirement under the development permit there be identified (surveyed) markings showing the:

1. Lot boundaries adjacent to the ocean
2. Extent of the 7 meter foreshore setback
3. The extent of parkland dedication using 5% requirement
4. Location of marked trees to provide perspective/location

As a follow up to the request above, staff has received the survey map with the desired lot lines and delineations. This map will provide a basis for the 5% land dedication discussion which is yet to be scheduled.



Friends of Coppermine Park Society - Picnic Shelter Proposal

Construction was initiated in April and good progress has been made. The foundation has been constructed and the CRD Building Inspector has visited the site. All was in order other than a request for a “building footprint” survey to allow for siting of the building in its exact location on a map and in relation to setbacks and property boundaries.

Lumber is now being delivered to the site by the seasonal staff. The lumber was cut from trees that were taken in trespass by an adjacent property owner so the wood originated from Coppermine Park.

The construction supervisor has also poured a small concrete pad at Coppermine Park to act as a base for a porta-potty which was requested by the Friends of Coppermine Park.

Port Renfrew Electric Vehicle Charging Station

Construction of the EV charging stations at Port Renfrew Community Centre is almost complete. There are three stations and a payment/information kiosk. The EV charging stations will be on a separate electrical service to ensure that the community centre is not over taxed and that operation is independent of the community centre other than the location of panel(s) inside the building. Conversations have been held with CRD Real Estate program and Ministry of Transportation and Infrastructure (agency responsible for this initiative) and a licence of occupation (lease agreement) has been finalized.

There has been no final completion date. It appears the only outstanding work that remains is connecting the system to the main powerline.

Priest Cabin Park

As of May 24, 2019, the gate at West Coast Road and Cedar Coast Road has yet to be moved and the trail on the right-of-way leading from Cedar Coast Road to Priest Cabin Park has yet to be cleared of any hazard trees and trail blocking impediments. Seasonal staff have visited the trail to Priest Cabin Park and have indicated that clearing of the trail is something they can undertake. Once this work is completed, signage will be erected at Cedar Coast Road identifying the trailhead and outlining trail safety and trail route. The signage package has yet to be developed and will be shared with the Commission prior to posting. Signage work is planned to be completed by CRD Regional Parks.

Kemp Lake Fishing Pier and Boat Launch Project

The Manager and Community Planning staff have recently finalized layout and construction requirement for the foreshore portion of this project. The aquatic portion of the project will continue to be delayed until such time as the water line installation has been completed. It is anticipated that construction on the parking lot, boat launch, picnic and porta-potty areas can begin in the late summer or early fall. The tender process is slated to begin in June 2019.

Caretaker Agreement – Wigglesworth Lake

The caretaker agreement has been signed and the caretaker is regularly providing reports. There have been a couple of parties and beach fires that the seasonal staff have cleaned up as best as they can. The porta-potty is now located at the public use area of the park behind a gate. The appropriateness of this location will be monitored for vandalism and usage.

William Simmons Park

The abandoned residence at 3192 Otter Point Road has had a hazardous materials report done to confirm/negate the presence of hazardous building materials. The Manager has submitted a demolition permit application to CRD Building Inspection but have not heard anything back as of May 22, 2019. There are several additional considerations associated with demolition/decommission of the property at William Simmons:

- Decommission of the water source (well or other?)
- Decommission of the septic system
- Possible removal of existing power poles (hydro gone but telephone still there)
- Removal of several debris piles adjacent to the residence

Some of these questions may be answered once the demolition permit is received. A site visit with the Hazardous Materials Contractor is planned in the next month to try and determine a cost for this demolition and remediation work. A source of funding needs to be identified.

The Shores Park – Jordan River

It has come to the attention of the Manager that there has been a possible trespass at The Shores Park (at the location removed real estate trailer). The building inspector has offered to have a look at the situation and it is the intent of the Manager to contact the landowner suspected of the trespass (access improvement work). Survey work may be required to determine the park boundary which will also determine if there is a trespass situation.

The trail closed sign that was at the old real estate trailer location has been taken down by the suspected trespasser and relocated to the ocean access trail on Petrel Drive, wrongly indicating that the ocean access trail was closed. This sign has been removed and the sign stand has been recovered from the possible trespass location.

Carpenter Road Park

It has come to the attention of the Manager that an inspection is required for the “earthen dam” at Carpenter Road Park. The Manager has requested the assistance of CRD Regional Parks personnel familiar with “dam inspections” to assist in determining what inspections or requirements may be needed to bring this “dam” into compliance. A site visit has been arranged for June 19, 2019.

Port Renfrew Community Centre

There was identified a plumbing issue at the Port Renfrew Community Centre and a plumber was hired. The initial work was only partially successful and a return visit was scheduled for May 22, 2019.

Submitted by:	Don Closson, Manager, Parks and Recreation, Juan de Fuca Electoral Area
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