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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **September 24, 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 July 30, 2019
3. Chair's Report
4. Director's Report
5. Staff Report
 - a) Staff News
6. New Business
 - a) Community Park Permits, Insurance and Public Usage
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
 - f) Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)
 - g) Becher Bay Trail and Petrel Drive Trail Development Plans
8. Next Meeting: October 22, 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, July 30, 2019 at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

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

PUBLIC: 1

The meeting was called to order at 3:00 pm

1. Approval of the Agenda

MOVED by Commissioner Croteau, **SECONDED** by Commissioner Sielopp that the agenda be approved, as amended, to add a presentation from the Friends of Coppermine Park Society under New Business.

CARRIED

2. Adoption of the Minutes of May 28, 2019

MOVED by Commissioner Croteau, **SECONDED** by Commissioner Sielopp that the minutes from the meeting of May 28, 2019, be adopted.

CARRIED

3. Chair's Report

None.

4. Director's Report

Director Hicks reported that Wally Vowles has stepped down as Alternate Director and that Dan Quigley now fills the position. Director Hicks relayed that he anticipates attending future meetings of the Commission.

5. Delegation – Juan de Fuca Community Planning

a) Zoning and Official Community Plan Amendment Application RZ000267 - That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD43782I) And Except Parts in Plans 3054 And 17721 (3542 & 1-3542 Otter Point Road)

Emma Taylor spoke to the staff report to the Juan de Fuca Land Use Committee and the request to rezone a 5 ha portion of the subject property from Rural A to Rural Residential 2 (RR-2) to allow a five lot rural residential subdivision, to rezone a 6 ha area to a new Industrial Sawmill (M-3) zone, and to rezone a 4 ha portion to a new Industrial Aquaculture (M-4) zone. An amendment to the Otter Point Official Community Plan (OCP) is also proposed to designate portions of the property as Watercourses & Wetland Areas and Commercial & Industrial development permit areas.

Emma Taylor confirmed that the agent for the application was present and directed attention to the policies in the Otter Point OCP for parks and natural areas for the Commission's consideration.

The Chair reported that staff and members of the Commission attended the two subject properties being considered for rezoning on July 29.

Commission comments included:

- the Commission holds a licence of occupation over Wieland Road for trail use
- the subject property interrupts the trail
- extension of the gazetted road or establishment of a statutory right-of-way over the subject property would provide an alternative transportation route from William Simmons Memorial Park to Kemp Lake Road to Crown lands to the west

Emma Taylor responded to questions from the Commission advising that:

- the obligation for formal park land dedication in accordance with Section 510 of the *Local Government Act (LGA)* would be at the time of subdivision, should the rezoning application proceed
- the applicant has submitted a subdivision application
- the applicant is aware of the licence of occupation
- the rezoning application has been referred to agencies for comment
- agency comments will be shared with the applicant and considered by the Land Use Committee

Director Hicks stated that, should a route be secured over the subject property, gas tax funds could be utilized to support construction of a trail.

Staff presented photos from the July 29 site visit.

Commission comments included:

- it is understood that the property owner wants to be able to access the adjacent private property to the south as part of the sawmill operation
- measures would need to be in place to ensure the safety of all users
- the proposed route would be screened by trees
- the proposed route would benefit the community of Otter Point

Emma Taylor responded to a question from the Commission advising that a combination of land and cash can be considered at the time of subdivision to meet the requirements of Section 510 of the *LGA*.

MOVED by Director Hicks, **SECONDED** by Commissioner Sloan that the Commission supports the rezoning application with establishment of a trail for continuation of Wieland Road at the time of subdivision.

Staff responded to a question from the Commission advising that the application will also be considered by the Otter Point Advisory Planning Commission.

The Chair called the question.

CARRIED

b) Rezoning Application RZ000268 - Lot 12, Section 128, Sooke District, Plan VIP58851 (5495 Mt. Matheson Road)

Emma Taylor spoke to the staff report to the Juan de Fuca Land Use Committee and the request to rezone the subject property from the Rural (A) zone to the Rural Residential 6A (RR-6A) zone to permit a four lot subdivision.

Emma Taylor directed attention to the policies in the East Sooke OCP for parks and trails for the Commission's consideration and confirmed that the East Sooke OCP does not provide specific park and trail policies for the subject property.

Emma Taylor responded to questions from the Commission confirming that:

- the applicant has submitted an environmental professional report which identifies Doerr Creek on the property
- a development permit will be required as a condition of subdivision, should the request for rezoning be supported
- the environmental professional report, which provides considerations for future site development, will be registered on the title of subject property as part of the development permit process

Staff presented photos from the July 29 site visit.

Don Closson confirmed that the closest community trail, located at the top of Mt. Matheson Road, provides a connection to Roche Cove and Matheson Lake Regional Parks.

Commission discussion ensued regarding opportunity to identify sensitive areas or unique features for protection/preservation at rezoning.

Commission comments included:

- the subject property provides glimpse views of Sooke Basin
- the subject property is not suitable for recreation parks or trails
- conservation areas and natural park land could be considered
- cash in lieu of park land would provide the best value

MOVED by Commissioner Sielopp, **SECONDED** by Commissioner Braunschweig that the Commission supports the rezoning application and has identified no specific park interests for the subject property.

CARRIED

Emma Taylor responded to a question from the Commission advising that applications that are anticipated to require park dedication at the time of subdivision are referred to the Commission at rezoning to provide the applicant early notice of park and amenity interests.

6. Staff Reports

a) Staff News

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

At its meeting of June 12, 2019, the CRD Board resolved to accept 5% cash in lieu of park land dedication pursuant to Section 510 of the LGA for the proposed subdivision.

The Ministry of Transportation and Infrastructure (MoTI) issued the subdivision a Preliminary Layout Approval (PLA) on July 4, 2019.

Subdivision Application SU000697 - Subdivision of Lot 93, Renfrew District, Except Part in Plan 23812 – West Coast Road

The MoTI issued the subdivision a PLA on June 2, 2019. One of the conditions of the PLA is dedication of 10 m to be added to the existing access to water. On June 7, 2019, the applicant provided a plan which shows the additional dedication which addresses Section 75(1)(c) of the *Land Title Act*.

Becher Bay Trail and Petrel Drive Trail – Development Plans

The Commission's 2019 Service Plan identifies \$6,000 for development of a feasibility plan for the construction of each trail. The locations are steep and require creek crossings to provide access to the shoreline. The studies will provide recommendations for suitable trail routes and required infrastructure, such as board walks and bridges. Funding for the feasibility plans is identified in the 2020 Capital budget. The award process for the plans is anticipated to start in late fall 2019.

Friends of Coppermine Park Society - Picnic Shelter Proposal

Construction has been ongoing and good progress has been made. It is anticipated that construction will be completed by the Labour Day weekend. The Chair extended a thank you to Commissioner Braunschweig for her assistance throughout the project.

Port Renfrew Electric Vehicle Charging Station

Director Hicks reported that:

- one of stations is operational
- the two remaining stations are high-speed and require WiFi
- WiFi for the stations is being pursued

Don Closson advised that staff is reviewing the roadside signage at the Port Renfrew Community Centre to identify the current services offered at the facility, including the stations.

Priest Cabin Park

Don Closson confirmed that signage has been erected at Cedar Coast Road identifying the trailhead and outlining trail safety and trail route and that the larger signage package will be shared with the Commission once developed.

The Chair stated support for:

- securing a statutory right-of-way to connect the public trail from the park through District Lot 177 to the Matterhorn
- a site visit to the Matterhorn Trail

Staff asked the membership to submit any information/mapping for the Matterhorn Trail to assist with consideration of the proposal.

Kemp Lake Fishing Pier and Boat Launch Project

Don Closson reported that the aquatic portion of the project will continue to be delayed until such time as water line installation has been completed for the Kemp Lake Waterworks District. The Freshwater Fisheries Society of BC has allocated funding in 2020 for the dock. The contract for the upland portion of the project, which includes a parking lot, boat launch, picnic and porta-potty areas, has been awarded. Work on this portion of the project can proceed once the contract has been signed. The aquatic portion of the project will commence once the Province grants approval for changes in and about a stream as required by the *Water Sustainability Act*. It is anticipated that upland improvements will begin in early fall.

Caretaker Agreement – Wigglesworth Lake

A boundary management project was initiated at the location of the caretaker trailer in 2018. A series of large rocks have been placed to secure the boundary from trespass. The new porta-potty location appears to be working well.

William Simmons Park

Don Closson spoke to the hazardous materials report received as part of the demolition permit process for the remaining vacant residence located on park property. A site visit with a contractor was performed in June. Costing for demolition and remediation work has yet to be received. A request for funding for this project has been made.

Don Closson confirmed that the building is secure and that no trespassing signage has been posted, as requested by the Commission.

Carpenter Road Park

Don Closson reported that an initial assessment of the man-made catchment was completed on July 9, 2019. The assessment was required to ensure that the catchment conforms to provincial regulations for earthen dams. Staff is awaiting feedback to confirm if a formal inspection by an engineer for development of a management plan is required.

Commissioner Croteau left the meeting at 4:30 pm.

7. New Business

a) Wigglesworth Lake Park Development Plan

Don Closson reported that the Commission expressed interest in discussing a development plan for the park at its May 28, 2019 meeting.

Don Closson advised that a development plan would identify:

- site constraints such as steep slopes and wetland areas
- opportunities to utilize existing skid trails to provide connections within the park and to The Great Trail
- potential amenities such as picnic tables and garbage cans

Commission comments included:

- the Malahat position on the Commission is vacant
- support for soliciting comment from local residents regarding park development
- interest in the park is not limited to the residents of the Malahat
- the community parks program is funded by all Juan de Fuca Electoral Area taxpayers
- community park program funds are limited

Don Closson noted that a number of projects are approaching completion and suggested that interest in developing this park could be considered as part of a larger planning review.

b) Friends of Coppermine Park Society Presentation

Commissioner Braunschweig read aloud a letter from the society thanking the CRD and all the volunteers and contractors who assisted with construction of the picnic shelter and presented a donation of \$5,000 on behalf of the society to support completion of the project.

8. 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) Kemp Lake Fishing Pier and Boat Launch Project

Discussed under Staff News.

e) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw

To be reviewed in the fall.

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

No development update.

g) Petrel Drive Trail Development Plan

Discussed under Staff News.

At this time, Don Closson responded to a question from the Commission advising that there have been no new issues related to the encroachment at The Shores Park at the old real estate trailer site.

Director Hicks relayed that he is aware of the interest in continued use of a building on Queesto lands in Jordan River for community functions as well as the community's interest in protecting the Goudie Creek watershed, should there be development in the future.

9. Next Meeting:

September 24, 2019

10. Adjournment

The meeting adjourned at 4:56 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, SEPTEMBER 24, 2019**

SUBJECT: Staff News

ISSUE: Information

Friends of Coppermine Park Society - Picnic Shelter Proposal

Construction completed and an opening celebration held on September 15, 2019. This involved activities for the children, Karate display, food and live music. The function was well attended and the weather mostly cooperated. Thank you to all those who made this project and celebration a success.

The final work required under Development Permit DP000295 was riparian planting which was completed by the seasonal staff a few days prior to the celebration. Several hazard trees were also removed prior to the event.

Port Renfrew Electric Vehicle Charging Station

Installation has been completed but, as of September 18, 2019, there has been no confirmation of when the EV charging stations will be fully operational.

Port Renfrew Community Centre – Signage

The Manager has created, with the assistance of the seasonal staff, replacement informational signage for the Port Renfrew Community Centre. This was requested by the tenants of the Community Centre to better reflect the services provided at the facility.

Port Renfrew – Gazebo Request

The Manager was informed of a request to construct a gazebo at The Park in Port Renfrew. A building permit was submitted by a volunteer group which wishes to construct the gazebo at no cost to the Juan de Fuca Community Parks and Recreation Program.

The permit application triggered several requirements, such as a letter of authorization from the CRD which would allow for the building to occupy the site. It also triggered an Archeological Assessment, as there are recorded archaeological sites in the area. This process has created additional work within the CRD and is currently being communicated to the proponent. No decision has been made regarding whether this project will proceed at this time.

Sheringham Point Lighthouse Society

The Sheringham Point Lighthouse Preservation Society requested funding to complete road improvements as required under their Operating Agreement with the CRD. With the support of the EA Director, a Community Works Fund (gas tax) application for road shouldering and resurfacing to improve access to Sheringham Point Lighthouse was approved and work completed.

Recreation Programs - Yoga

The Juan de Fuca Community Recreation Program recently received interest in delivering yoga classes in Otter Point at the Juan de Fuca Local Area Services Building. The Manager is waiting for confirmation from Legal Services that the contract is able to be moved forward. This will be a welcomed addition to the programming in Otter Point.

Recreation Programs - Promotion

As outlined in the Commission's guidelines for recreation funding, the Commission's subsidized program opportunities have been promoted in the SEAPARC fall brochure. The promotion also includes information on guided hikes provided by the Juan de Fuca Community Trails Society, as requested by the Commission at its March 26, 2019, meeting.

Bylaw No. 3763 Amendment

The EA Director requested that the bylaw for the Commission, Bylaw No. 3763, be amended to reflect desired changes to the operation/structure of the Commission. Work was done by Juan de Fuca Community Planning and Juan de Fuca Community Parks and Recreation staff to draft changes to the bylaw. Requested changes were submitted to Legislative and Legal Services for review. No response has been received as of September 18, 2019.

Stewardship Agreements

The Manager has received confirmation from Risk and Insurance that the existing Stewardship Agreements cannot be renewed with the various societies unless the societies are prepared to secure the appropriate insurance required to operate. This has been determined to be approximately \$800-\$1000 annually. The various stewardship groups can continue to do the park enhancement works as before but will be under the individual Volunteer Agreements under the direction of the Manager.

Waters Edge Drive Access Trail – Jordan River

A request was received from a Jordan River resident to investigate the potential to develop the existing defined access right-of-way from Waters Edge Drive to West Coast Road in the area of the Cold Shoulder Café. The Manager agreed to bring this request to the Commission for discussion.

Subdivision Application SU000697 - Subdivision of Lot 93, Renfrew District, Except Part in Plan 23812 – West Coast Road

At its meeting of September 26, 2019, the Commission resolved support for adding a 20 m wide road allowance to the existing access to the west of proposed Lot 2. The Ministry of Transportation and Infrastructure issued the subdivision a Preliminary Layout Approval on June 2, 2019. The plan of subdivision (EPP93405) is now registered and includes dedication of an additional 10 m to the existing access to water.

Subdivision Application S-22-08 – Goldstream Heights/Great Trail Park Dedication

At its meeting April 26, 2016, the Commission resolved to accept and transfer park dedication to Regional Parks for the Trans Canada Trail (The Great Trail) pursuant to Section 510 of the *Local Government Act*. The CRD Board approved this park dedication at its meeting of July 13, 2016.

The Manager has followed up with Regional Parks and Legal Services on how this community park could or should be operated. The Manager has not had any response from Legal Services as of September 18, 2019 on whether a structured agreement would need to be developed with Regional Parks to operate the park. The Manager brought this discussion to the Regional Park Managers Meeting on September 17, 2019 to see if Regional Parks had any interest in operating

this community park in association with their commitments to The Great Trail. A site visit with the Operations Manager is scheduled to look at the terrain involved and what function this community park may provide to either Regional Parks or Juan de Fuca Community Parks.

Priest Cabin Park

As of September 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 brush, hazard trees and trail blocking impediments. Signage has been erected at Cedar Coast Road identifying the trailhead and outlining trail safety and trail route, direction signage has been ordered and will be installed prior to the end of the month. The GIS signage package has yet to be developed and will be shared with the Commission prior to posting.

Kemp Lake Fishing Pier and Boat Launch Project

The terrestrial portion of the Kemp Lake Foreshore Improvement project has commenced and will be completed by October 31, 2019. The aquatic portion of the project will continue to be delayed until such time as the water line installation is complete. It is hoped installation will be completed in 2020 and that construction on the parking lot, boat launch, picnic and porta-potty areas can begin in the late summer or early fall 2019.

William Simmons Memorial Park

The seasonal staff has completed a trail resurfacing project at William Simmons Community Park. This work had been identified as desirable pending allocation of resources (staff time and budget). This project consisted of resurfacing the portion of the Panama Rail Trail and filling pot-holes in the adjacent parking lot. This project was completed on September 20, 2019.

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 was issued a demolition permit from CRD Building Inspection on May 1, 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

The Manager has requested funding for this project. It is hoped that this project will be funded in 2020.

Carpenter Road Park

The spillway at the Carpenter Road Park earthen dam has been cleared of debris. The Manager completed an initial assessment on July 9, 2019 and further inquiry work with Regional Parks is underway to determine the risk rating and a path going forward.

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