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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **November 26, 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 October 22, 2019
3. Chair's Report
4. Director's Report
5. Staff Report
 - a) Staff News
6. New Business
 - a) Recreation Funding Guidelines – Proposed Amendment
7. Unfinished Business
 - a) Kemp Lake Fishing Pier and Boat Launch Project
 - b) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw
 - c) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions
 - d) Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)
 - e) Subdivision Application S-22-08 – Goldstream Heights/Great Trail Park Dedication
 - f) Becher Bay Trail and Petrel Drive Trail Development Plans
 - g) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
 - h) Waters Edge Drive Access Trail
8. Next Meeting: January 28, 2020
9. Adjournment



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, October 22, 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, Director M. Hicks, A. Sielopp
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
W. Miller, Recorder
ABSENT: J. Gaston, A. Marchand, P. Sloan
PUBLIC: 0

Staff confirmed that Director Hicks was on route to the meeting.

The meeting was called to order at 3:20 pm.

1. Approval of the Agenda

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

CARRIED

2. Adoption of the Minutes of September 24, 2019

MOVED by Commissioner Croteau, **SECONDED** by Director Hicks that the minutes from the meeting of September 24, 2019, be adopted.

CARRIED

3. Chair's Report

No report.

4. Director's Report

Director Hicks provided an update on the water pump station on Otter Point Road and confirmed that he has no new information regarding the project to connect Kemp Lake Waterworks District to CRD water.

5. Staff Reports

a) Staff News

Coppermine Community Park

A playground inspection was performed at Coppermine Community Park on October 8, 2019 and everything was found to be in satisfactory order.

Port Renfrew Electric Vehicle (EV) Charging Station

Contact with the Ministry of Transportation and Infrastructure (MoTI) on October 16, 2019 confirmed that the EV charging stations in Port Renfrew are fully functional and information on them is available at plugshare.com.

Don Closson reported that he has asked the MoTI to confirm if signage will be installed on the highway to promote the EV charging stations.

Port Renfrew - The Park

A playground inspection was performed on October 2, 2019 for The Park and everything was found to be satisfactory.

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.

Director Hicks reported that he has approached the CRD regarding covering the expenses associated with the required Archeological Assessment, as there are recorded archaeological sites in the area.

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. Legal Services has confirmed that the contract is able to be moved forward. This will be a welcomed addition to the programming in Otter Point.

Bylaw No. 3763 Amendment

Director Hicks has 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 update has been provided to the Manager from Corporate and Legal Services.

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.

Don Closson reported that a field visit to the community park is scheduled for October 23, 2019 with Regional Parks staff to determine appropriate program operation.

Kemp Lake Fishing Pier and Boat Launch Project

The terrestrial portion of the Kemp Lake Foreshore Improvement project commenced on October 7, 2019 and will be completed by October 31, 2019.

Don Closson presented photos of the work completed to date.

It was reported that 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.

Don Closson responded to questions from the Commission confirming that:

- Section 11 approval in accordance with the *Water Sustainability Act* is required for aquatic portion of the project
- a porta-potty will be placed on site from May – Oct
- the porta-potty expense is reasonable and the current contractor is reliable

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. No update for this project.

6. New Business

a) Provisional Budget Review

At its meeting of October 9, 2019, the Electoral Areas Committee (EAC) considered the 2020 Electoral Area budgets including the Community Parks and Community Recreation budgets. On October 30, 2019, the CRD Board, sitting as the Committee of the Whole, will meet to review the 2020 Provisional Budget.

Don Closson confirmed that the Community Parks budget includes a one-time operating expenditure of \$20,000 for the removal of the abandoned building in William Simmons Memorial Park.

Don Closson spoke to this year's service planning process advising that:

- the traditional Service Plan template that the Commission has reviewed in past has been replaced by Initiative Business Case (IBC) forms
- the CRD's Corporate Plan lists 15 community needs and 97 initiatives to meet those needs over the Board's four-year term
- the Corporate Plan identifies recreational access to community parks (6c) and recreation services (13a) as community needs

Don Closson reported that the Corporate Plan identifies two initiatives to address these needs:

- Initiative 6c-1: Enhance access & maintenance within EA community parks
- Initiative 13a-1: Work with Commissions to determine appropriate types of recreational programming & recovery rates to meet community needs

Don Closson provided an overview of the Community Parks budget and the Community Recreation budget as considered by the EAC.

Director Hicks stated support for:

- combining the capital reserve funds to support more flexibility
- utilizing gas tax (Community Works Fund), when possible

The Chair questioned if there will be opportunity for the Commission to review its initiatives for the next five years.

Don Closson confirmed that the Community Parks Strategic Plan is due for review and that Commission consultation is anticipated to begin in the spring.

Director Hicks advised that he will contact CRD Finance and CRD Real Estate to confirm the status of the Commission's endeavours to amalgamate the Community Parks budget and the Community Recreation budget and to establish a bylaw to support acquisition of interests in land including statutory rights-of-way.

Director Hicks further advised that staff are exploring if the Community Works Fund (CWF) can be utilized for removal of the abandoned building in William Simmons Memorial Park. Should the CWF not support the project, it was questioned if the capital reserve funds could be utilized as a means of not increasing the requisition for 2020.

At this time, Don Closson reported that Commission's current bylaw, Bylaw No. 3763, directs that the Commission approve its budgets annually.

MOVED by Director Hicks, **SECONDED** by Commissioner Braunschweig that the Commission approve the Community Parks budget and the Community Recreation budget, as presented, subject to the Manager confirming if the one-time operating expenditure of \$20,000 can be drawn from the general capital fund.

CARRIED

7. Unfinished Business

a) Electric Vehicle Charging Station - Port Renfrew

Discussed under Staff News.

b) Kemp Lake Fishing Pier and Boat Launch Project

Discussed under Staff News.

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

To be discussed in 2020.

d) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions

Discussed under Staff News.

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

No development update.

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

Discussed under Staff News.

g) Becher Bay Trail and Petrel Drive Trail Development Plans

Don Closson reported that work on the quotes started this week and that the projects will be tendered separately.

The Chair stated support for a site visit to the Becher Bay Trail location.

h) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail

The Chair restated the Commission's support for pursuing a statutory right-of-way to complete the route to connect Priest Cabin Park to the Matterhorn Trail.

i) Waters Edge Drive Access Trail

Don Closson reported that a site visit with Community Planning staff will be scheduled and that staff will report back regarding the feasibility of developing an access at this location.

8. Next Meeting:

November 26, 2019

9. Adjournment

The meeting adjourned at 4:37 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, NOVEMBER 26, 2019**

SUBJECT: Staff News

ISSUE: Information

Port Renfrew - The Park

It has been brought to the Manager's attention that additional maintenance would be desirable to remove leaves accumulated since seasonal staff have left the Juan de Fuca Community Parks and Recreation Program. The Manager is reaching out to various parties to see if there is anyone who could rake and dispose of the leaves.

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.

There is no update on this project request as of November 20, 2019.

Recreation Programs - Yoga

The Juan de Fuca Community Recreation Program received interest in delivering yoga classes in Otter Point at the Juan de Fuca Local Area Services Building. The Manager has received confirmation from Legal Services that the contract is able to be moved forward.

The Manager is working on finalizing the contract and associated requirements so classes may begin.

Bylaw No. 3763 Amendment

The 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. A request for an update was sent to Legislative and Legal Services on November 20, 2019.

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 conducted a field visit to the community park on October 23, 2019 with Regional Parks staff and determined that it is appropriate for the Regional Parks Program to assume operational responsibilities for this Community Park. Contact has been made with Real Estate Services to determine if a document (MOU or License to Operate) would be required. Real Estate Services will consult with our Legal Services Program.

Kemp Lake Fishing Pier and Boat Launch Project

The terrestrial portion of the Kemp Lake Foreshore Improvement project was completed on October 29, 2019. Grass seeding and installation of a picnic table and a portable toilet will commence in the spring of 2020. 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 mid-summer 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. No update for this project.

Provisional Budget Review

At its meeting of October 9, 2019, the Electoral Areas Committee (EAC) considered the 2020 Electoral Area budgets including the Community Parks and Community Recreation budgets. Included in the EAC's consideration was a one-time operating expenditure of \$20,000 for the removal of the abandoned building in William Simmons Memorial Park and a capital expenditure of \$45,000 for the Kemp Lake foreshore access project.

At the request of the Director, the Manager has investigated and determined that the \$20,000 one-time requisition for the removal of the abandoned building is not required and has been removed from the budget request for 2020.

The Manager has also determined that the \$45,000 is not required as this is the portion of the project (aquatic) that is sponsored and paid for by Fresh Water Fisheries Society of BC. The Juan de Fuca Community Parks and Recreation Program has sufficient funds remaining from the terrestrial portion to cover costs associated with construction of the abutment required to tether the dock to the foreshore.

Provisional Budget Allocation for William Simmons

The Manager has been working with the Director and the Community Works Fund Program to secure funding for trail development at William Simmons Community Park. This funding has been secured and will make up part of the budget for 2020. This project is designed to complete the works identified in the William Simmons Management Plan and will also assist in providing beautification and infrastructure to the abandoned building area. A budget of \$20,000 has been transferred to a project fund and coding has been allocated at CRD Finance.

Abandoned House Removal William Simmons

At the request of the Director, the Manager has been working with CRD Finance to determine what, if any, surplus funds would be available for the "abandoned building removal" at William Simmons Community Park.

In discussion with Finance, it was agreed that any surplus funds from the 2019 Fiscal Year would be secured in a project for "one-time expenditure" for the purposes of removing the abandoned building. The surplus amount will not be known until fiscal year end.

Operational dollars will be allocated from the 2020 budget to augment the funding required to complete the abandoned building removal.

The tender has been sent out to various qualified contractors to submit quotes for this work with a closing date of December 13, 2019. The project window is February – April 2020.

Feasibility Studies - Becher Bay and K2/Petrel Drive Trail Construction

The Manager has sent out “Notice of Intent” requests to various qualified contractors for the feasibility studies proposed for the planned trail development and improvements at Becher Bay and The Shores (K2/Petrel Drive) Community Parks.

The intent is to have feasibility studies done to determine the nature of work required to construct and/or improve trails at these park locations. The feasibility studies would consider:

- Conservation values (work window, rare and/or endangered species)
- First Nations (archeological implications of trail location)
- Trail design and location
- Engineered structural components of the proposed trail (bridges and staircases, etc.)
- Permits and License requirements (if any)
- Costing for all of the above

Contractors interested in bidding on the feasibility studies are required to notify the Manager by November 27, 2019.

Playground Inspection Policy

The Manager has been tasked with writing a “playground inspection policy” for the CRD to mitigate liability that may arise from the operation and provision of playgrounds. This is currently underway with no completion timeline identified.

Waters Edge Access Trail Request

The Manager is working with the Juan de Fuca Community Planning to identify a date for a site visit to Jordan River to determine the exact location and potential feasibility for the creation of an access trail from Waters Edge Drive to West Coast Road near the beach at Jordan River. A tentative date has been set for February 11, 2020.

Recreation Funding Guidelines – Proposed Amendment

At its meeting of March 26, 2019, the Commission approved its Recreation Program Guidelines.

At present, the guidelines specify that:

- The subsidy rate is offered to participants who register for a monthly program
- The subsidy rate for Juan de Fuca residents is \$5 per class
- Drop-in rate is \$10

Upon review of the pending recreation program contracts for 2020, the Manager has determined that there is budget available to extend the subsidy rate to participants who register for a monthly program as well as to participants who wish to drop-in. The amended guidelines are presented for the Commission’s review and approval.

Submitted by:	Don Closson, Manager, Parks and Recreation, Juan de Fuca Electoral Area
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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION

RECREATION FUNDING GUIDELINES

PURPOSE:

The purpose of this document is to outline the criteria for event and contract funding support and to provide participant fee and advertising guidelines to event and contract support recipients.

Event Criteria/Guidelines:

- Applicants must offer a community event that is open to the public which may be an one-time event or an ongoing event.
- The event must be offered at no charge to the participant.
- Any funds received from the event, i.e.: donations, are clearly indicated as donations to a reputable organization. Donations cannot go to an individual.
- Applicants must provide an estimate of participants.
- Applicants are responsible for publicly advertising their events and must provide a copy of the advertisement to the Manager, Parks and Recreation, Juan de Fuca Electoral Area.
- Funding support to be reported to the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission along with a copy of the provided advertisement.

Contract Criteria/Guidelines:

- Programs are offered to the public with an associated fee or cost to the participant.
- The contractor receives the subsidy amount and collected fees personally.
- Minimum goal for participants is eight participants per week. This can be achieved by offering programs one or more times a week. Rate of subsidy will not change.
- Amount of subsidy will remain at a base rate regardless of the number of classes being offered weekly and with the goal being a minimum of eight participants.
- Rental amount for program space will be added to the subsidized rate.
- The set attendance price is \$10 per class. The subsidy rate for Juan de Fuca residents is \$5 per class. ~~The subsidy rate is offered to participants who register for a monthly program.~~ The set attendance price for youth and the subsidy rate for youth is negotiated between the Manager and the contractor.
- Contractors wishing to charge above the \$5 participant rate must report the reason for the increased subsidy to the Manager.
- The maximum subsidy is \$500 per quarter.

- Participants from outside the Juan de Fuca region wishing to attend a subsidized program will pay the set attendance price or the monthly non-subsidized rate set by the contractor.
- Programs offered in more than one community are not eligible for a separate contract unless participants originate from separate communities i.e.: Shirley/Otter Point programs are not eligible for separate contracts, Shirley/East Sooke are eligible. Jordan River/Otter Point is eligible. Based on crossover of participants in Jordan River/Shirley, Shirley/Otter Point communities.
- Contractors must have participants sign-in for each class. Participant sign-in sheets to be provided to the Manager with quarterly invoicing.
- Contractors are responsible for publicly advertising their program and providing copies to the Manager. Copy of the advertisement to be included in a report to the Commission.
- All advertising will include prominent acknowledgement of Parks and Recreation Program support.
- Funding support to be reported to the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission along with a copy of the provided advertisement.

Promotion of Recreation Events and Contracts:

- Staff will promote subsidized recreation programs twice a year.