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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, November 26, 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, A. Marchand,
A. Sielopp, P. Sloan
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
W. Miller, Recorder
ABSENT: Director M. Hicks
PUBLIC: 0

1. Approval of the Agenda

MOVED by Commissioner Croteau, **SECONDED** by Commissioner Sielopp that the agenda be approved, as amended to add Park Volunteerism under New Business.

CARRIED

2. Adoption of the Minutes of October 22, 2019

MOVED by Commissioner Sielopp, **SECONDED** by Commissioner Croteau that the minutes from the meeting of October 22, 2019 be adopted.

CARRIED

3. Chair's Report

The Chair advised that, as Stewardship Agreements with local societies will not be renewed, he is looking forward to discussing volunteerism in community parks as a means of complementing the maintenance done by seasonal parks staff.

4. Director's Report

No report.

5. Staff Reports

a) Staff News

Port Renfrew - The Park

Further to a request from a member of the public, Don Closson confirmed that he has arranged removal of the accumulated leaves in The Park.

A Commission member questioned the need for leaf removal at The Park, noting that this is the first time a request for removal has been reported to the Commission.

Commission comments included:

- it is understood that the request to remove the leaves was prompted by damage done to the grass in past by leaf rot
- The Park has historically received a high level of maintenance
- the community expects this level of maintenance

Don Closson responded to questions from the Commission advising that:

- the individual will be paid for this service
- the cost will be minimal
- drainage in Beach Camp can be an issue
- raking will assist with drainage
- the Coppermine Park maintenance contract runs from May – October
- the Coppermine Park maintenance contract is for turf care and includes leaf removal, as required

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.

Don Closson responded to questions from the Commission advising that:

- there has been no update on this project request as of November 20, 2019
- should the project proceed, the building permit would be issued to the CRD
- the CRD would hold liability for the structure
- no formal building plans have been submitted/reviewed by CRD Building Inspection

Recreation Programs - Yoga

Don Closson reported that he is in the process of finalizing the contract and associated requirements so classes may begin.

Bylaw No. 3763 Amendment

Director Hicks 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 of 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:

- he attended the site with Regional Parks staff on October 23, 2019
- it has been determined that it is appropriate for the Regional Parks Program to assume operational responsibilities for this Community Park
- CRD Real Estate is consulting with CRD Legal Services to determine if a document is required to record this agreement

Don Closson responded to a question from the Commission confirming that Wigglesworth Community Park will continue to fall under the Juan de Fuca Community Parks 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.

Don Closson reported 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 \$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

Provisional Budget Allocation for William Simmons

Don Closson reported that he 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

Don Closson reported that he 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

Don Closson reported that he has sent “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. Contractors interested in bidding on the feasibility studies are required to notify the Manager by November 27, 2019.

Further to comment received from the Chair at the October 22, 2019 meeting, Don Closson confirmed that a site visit to the Becher Bay location will be scheduled in the spring.

Playground Inspection Policy

Don Closson reported that he 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

Don Closson reported that a tentative site visit with Juan de Fuca Community Planning has been scheduled for February 11, 2020 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. It was further confirmed that an inquiry was received from the adjacent property owner requesting that he be kept informed of any plans for development of this access.

Don Closson responded to Commission comment advising that he is aware of the Jordan River Community Association’s interest in establishing a bike path from China Beach to Jordan River.

6. New Business

a) Recreation Funding Guidelines – Proposed Amendment

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

Don Closson reported that, 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

Don Closson further reported that, upon review of the pending recreation program contracts for 2020, 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.

Staff directed attention to the proposed amended guidelines, as circulated.

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Braunschweig that the Commission approve its Recreation Funding Guidelines, as amended.

CARRIED

b) Park Volunteerism

The Chair reported that:

- he has received comment from society members who previously held Stewardship Agreements with the Commission
- the comments received indicate that the rationale for not renewing these agreements is not understood
- it is understood that some societies are considering dissolution

The Chair questioned how volunteerism will be encouraged and managed without Stewardship Agreements.

Don Closson advised 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
- insurance would be approximately \$800-\$1000 annually
- societies are not prohibited from expressing community park interests or from presenting park improvement initiatives to the Commission for consideration
- society members can continue to do park enhancement works as before but work would be done under the direction of the Manager as authorized by individual Volunteer Agreements
- opportunity to volunteer is promoted on the CRD website

Commission comments included:

- residents are not aware that budget resources are limited
- support for promoting the opportunity to volunteer on community park signs
- support for taking photos of volunteers working in community parks and highlighting these works in the local paper/online

The Chair requested that this issue be added to Unfinished Business for future discussion.

7. Unfinished Business

a) Kemp Lake Fishing Pier and Boat Launch Project

Discussed under Staff News.

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

To be discussed in 2020.

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

Discussed under Staff News.

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

No development update.

At this time, the Commission questioned the status of rezoning application RZ000245 which proposed development of a campground in the Malahat. Staff responded advising that the CRD recently adopted Bylaw No. 3885 which specifies that development applications are valid for one year. Juan de Fuca Community Planning staff will be contacting the applicant to confirm if the application will be renewed.

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

Discussed under Staff News.

f) Becher Bay Trail and Petrel Drive Trail Development Plans

Discussed under Staff News.

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

Don Closson reported that the gate at West Coast Road and Cedar Coast Road has yet to be moved. It was further reported that the licence permitting access over Lot 26 for maintenance purposes is still under negotiation.

h) Waters Edge Drive Access Trail

Discussed under Staff News.

8. Next Meeting:

January 28, 2020

9. Adjournment

The meeting adjourned at 4:20 pm.

Sid Jorna, Chair

Wendy Miller, Recorder