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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, February 25, 2020 at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), V. Braunschweig, J. Gaston, P. Sloan
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
W. Miller, Recorder
ABSENT: B. Croteau, Director M. Hicks, A. Marchand
PUBLIC: 0

The meeting was called to order at 3:02 pm.

1. Approval of the Agenda

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the agenda be approved as amended to include Recognition of Commission Chair, Louise Paterson under New Business.

CARRIED

2. Adoption of the Minutes of January 28, 2020

MOVED by Commissioner Gaston, **SECONDED** by Commissioner Sloan that the minutes from the meeting of January 28, 2020 be adopted.

CARRIED

3. Chair's Report

The Chair spoke to the recent passing of Louise Paterson, Commission Chair from 2004 – 2019, acknowledging her commitment to the environment, the community and the JdF Community Parks and Recreation Program.

4. Director's Report

No report.

5. Staff Reports

a) Staff News

Port Renfrew – Gazebo Request

CRD Building Inspection closed building permit application BP005594 on December 19, 2019. The volunteer group wishing to construct a gazebo would have to re-apply for a new building permit for the project to be reconsidered.

Recreation Programs – Meditation Program

There has been some interest in delivering a meditation program at the JdF Local Area Services Building. Don Closson advised that he is waiting on a detailed proposal at which time options for delivery will be determined/finalized.

Bylaw No. 3763 Amendment

A meeting was held at CRD HQ on Monday, February 10, 2020. A good discussion proceeded with a commitment to move forward with amendment to the Commission's bylaw in the next 6 months. CRD HQ staff were receptive to the points brought forward by the JdF EA staff and a better understanding by both parties will benefit the final outcome.

Kemp Lake Fishing Pier and Boat Launch Project

Don Closson advised that:

- grass seeding will be done by the Parks crew when they start in May
- a portable toilet will be on site effective May 1, 2020
- he will be meeting with a fabricator in late March/early April to discuss installation of a picnic table

The aquatic portion of the project will continue to be delayed until such time as the water line installation is complete. Section 11 approval (as required by the *Water Sustainability Act*) has been granted by the Province for the aquatic portion of the project. A work window of June – August has been granted.

Carpenter Road Park

A meeting with staff at Regional Parks has been tentatively scheduled for February 26, 2020 to discuss the next steps related to the earthen dam. Don Closson confirmed that there are several homes downstream in the vicinity of the waterbody. The adjacent watercourse should handle any water release from the pond structure.

Budget Allocation for William Simmons Trail Work

Funding for trail development has been secured through the Community Works Fund. 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 allocated to this project fund. Work will commence when appropriate depending on the timing of the Otter Point Road improvements and potential impacts to the park. At this time, it is anticipated that additional spilt rail fencing along the road frontage will be required to mitigate vegetation loss due to road improvements.

The Commission noted that existing trails need minor work due to winter storm damage.

Abandoned House Removal William Simmons

As previously reported, the winning bid was submitted by R&G Contracting at \$37,500. The contract has been written and is with Legal Services for processing. The contract includes removal of yard debris and decommissioning of the well, septic and power poles. The project window is March - May 2020. Tree work is required in advance of demolition start to clear the driveway leading to the house.

As requested at the January meeting, photos of the house and project area were presented.

Auxiliary Staffing Request 2020

Postings for the 2020 auxiliary season have closed. Chris Hart will be returning to the Park Worker 2 position. Interviews will be scheduled for the Park Worker 5 position. Planned employment window will be May – September, 2020.

Priest Cabin Access Agreement

No update on the access agreement between the CRD, the JdF EA and the land owner. This agreement is being negotiated by the CRD Real Estate Program. Parking signage has been requested by a member of the public.

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

As previously reported, two contractors showed interest in bidding on this work. Site visits were performed by both contractors and both have withdrawn their interest in submitting a bid for this work. The contractors indicated that the cost of the feasibility studies would be \$37,000 - \$42,000. The contractors further indicated that improvements would cost \$180,000 - \$230,000 to meet trail construction standards and engineering standards for the anticipated infrastructure (bridges/stairs).

Don Closson responded to questions from the Commission confirming that:

- the Community Works Fund (CWF) can be used for trail improvements
- CWF funding would not be able cover the full cost of the two projects
- it is anticipated that use of the CWF would not be supported due to the level of use of the two project areas
- improvements to the two project areas can be included in the Commission's ten year priority review

A site visit with the Commission is scheduled for April 15, 2020.

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. A draft policy has been sent to Regional Parks for review. An inspection of a park on Mayne Island was completed on February 6, 2020, at the request of Regional Parks.

Waters Edge Access Trail Request

A site visit 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 was completed with JdF Community Planning staff on February 11, 2020.

Web mapping showing the location of the right-of-way (RoW) held for park on Waters Edge Drive and Whalers Cove Lane was presented.

Don Closson presented photos from the site visit and advised that the Waters Edge Drive RoW is extremely steep and not amenable to trail construction. The Whalers Cove Lane RoW would support the community's interest in safer walking routes.

The Commission requested information on the community's current and anticipated buildout population.

Commission comment included:

- interest in visiting The Shores Community Park
- The Shores Community Park is grown-in and is encompassed by a watercourse and unstable slopes
- out of the three areas identified for potential improvements in The Shores development, it may be most advantageous to develop an access to the waterfront

Area to be included in the site visit scheduled for April 15, 2020.

Meeting with Seagirt Ponds Preservation Society

Don Closson reported that he met with the Seagirt Ponds Preservation Society on February 19, 2020 to discuss the renewal of the 5 year Seagirt Ponds Community Park Stewardship Strategy. It was advised that the society has been working on an inventory of species found in the park as well as offering public education sessions. It was confirmed that the strategy will be presented to the Commission prior to its approval by staff.

April Commission Meeting

The April meeting is rescheduled to Wednesday, April 22, 2020 at 3:00 pm.

6. New Business

a) Subdivision Application SU000684 - Lot 1, Section 89, Sooke District, Plan 26576, except part in Plan 35281 (1381 Pike Road)

Don Closson spoke to the referral received from JdF Community Planning confirming that:

- the Commission considered the referral of an application (Z-01-10) to rezone the subject property from Rural Residential 3 (RR-3) to Rural Residential 6 (RR-6) in order to permit a 4-lot subdivision at its June 22, 2010 meeting
- at that time, the Commission resolved to report its preference for cash-in-lieu of park land
- in 2019 the applicant chose to pursue a 3-lot subdivision which does not require the provision of park land or payment for parks purposes
- the applicant has now submitted an updated 4-lot subdivision plan

Web mapping showing the subject property and its vicinity to East Sooke Regional Park was presented.

The Commission noted that public access and parking is well established for users of East Sooke Regional Park.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommend to the Juan de Fuca Land Use Committee that the requirement for park land dedication in accordance with Section 510 of the *Local Government Act*, for proposed subdivision of Proposed Subdivision of Lot 1, Section 89, Sooke District, Plan 26576, except part in Plan 35281 (SU000684), be received in the form of cash-in-lieu.

CARRIED

b) Subdivision Application SU000720 - Lot A, District Lot 17, Renfrew District, Plan EPP10506 (6505 Powder Main Road)

Don Closson spoke to the referral received from JdF Community Planning for a proposed 13-lot bare land strata subdivision that will require provision of park land pursuant to Section 510 of the *Local Government Act*.

Web mapping showing the subject property as well as the proposed subdivision plan and conceptual trail plan for Port Renfrew were presented.

The Commission stated support for a site visit. It was asked that Commissioner Croteau be in attendance.

c) Subdivision Application SU000721 - Parcel A (DD 143426I) of Section 97, Renfrew District, Except that part in Plans 15462, VIP77871 and EPP24972 (17151 Parkinson Road)

Don Closson spoke to the referral received from JdF Community Planning for a proposed 4-lot bare land strata subdivision that will require provision of park land pursuant to Section 510 of the *Local Government Act*.

Staff to circulate a date for a site visit to the subject properties for application SU000720 and SU000721.

d) Recognition of Commission Chair, Louise Paterson

Commission comment included:

- support for a memorial amenity at Becher Bay Community Park
- Becher Bay Community Park provides a view of Murder Bay
- support for a bench and/or plaque
- support for opportunity to donate to support purchase of the amenity

Staff presented a photo of the bench model installed in community parks. The Commission requested bench dimensions.

Don Closson advised that that a bench for Becher Bay Community Park can be ordered when the benches for William Simmons Community Park and Kemp Lake are ordered. It was further advised that Louise provided an account of the history of Murder Bay. Staff to circulate to the membership.

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 considered at the March meeting.

- 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 update.
- e) Becher Bay Trail and Petrel Drive Trail Development Plans**
Discussed under Staff News.
- f) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail**
Discussed under Staff News.
- g) Waters Edge Drive Access Trail**
Discussed under Staff News.
- h) Park Volunteerism**
Comment was received from the Commission advising that the Girl Guides have expressed interest in volunteering in a park program as part of its provincial rendezvous scheduled from July 24 – August 1.

Don Closson advised that he will reach out to his counterparts to request presentation from the Regional Parks volunteer program.

8. Next Meeting:
March 24, 2020

9. Adjournment

The meeting adjourned at 4:41 pm.

Sid Jorna, Chair

Wendy Miller, Recorder