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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **July 21, 2020 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 May 26, 2020
3. Chair's Report
4. Director's Report
5. Delegation – CRD Regional Parks
 - a) Park Volunteerism
6. Staff Report
 - a) Staff News
7. New Business
 - a) Park Use
 - b) Open Meeting Requirements
 - c) Land Acquisition
8. 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) Becher Bay Trail and Petrel Drive Trail Development Plans
 - f) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
 - g) Waters Edge Drive Access Trail
 - h) Park Volunteerism
9. Next Meeting: August 18, 2020 – at the Call of the Chair
10. Adjournment

Please note that during the COVID-19 situation, the public may attend the meeting in-person or electronically through video or teleconference. Since in-person capacity is limited, should you wish to attend the meeting in-person, please contact the Juan de Fuca Community Planning Office at 250.642.8100 or by email at jdfinfo@crd.bc.ca. Should you wish to attend electronically, please contact us by email at jdfinfo@crd.bc.ca so that staff may forward meeting details. Written submissions continue to be accepted.



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, May 26, 2020 at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair) (EP), V. Braunschweig (EP), B. Croteau, J. Gaston (EP),
Director M. Hicks (EP), P. Sloan (EP)
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
I. Lawrence, Manager, Juan de Fuca Community Planning (EP);
R. Robinson, Planning Assistant; W. Miller, Recorder (EP)

ABSENT: A. Marchand

PUBLIC: 0

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

1. Approval of the Agenda

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

2. Adoption of the Minutes of February 25, 2020

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the minutes from the meeting of February 25, 2020 be adopted. **CARRIED**

3. Chair's Report

The Chair welcomed everyone to the Commission's first electronic meeting.

4. Director's Report

No report.

5. Delegation – Juan de Fuca Community Planning

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

Regina Robinson spoke to the staff memo to the Commission regarding the referral received from the Ministry of Transportation and Infrastructure (MoTI) for a proposed 13-lot bare land subdivision.

Regina Robinson reported that:

- the Commission initially considered the application at its February 25, 2020 meeting
- at that meeting, the Commission requested a site visit prior to providing comment on the provision of park land
- members of the Commission attended the site on May 12, 2020
- through dialogue with the MoTI, it is anticipated that the site plan will be redesigned
- early input from the Commission regarding its interest in land is requested for the redesign

Commission comments included:

- regardless of redesign, interest in land is limited due to the density proposed
- property does not provide connectivity to the trail network proposed for Port Renfrew
- the riparian area is a protected area

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Braunschweig 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 Lot A, District Lot 17, Renfrew District, Plan EPP10506 (SU000720), be received in the form of cash-in-lieu. **CARRIED**

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

Regina Robinson spoke to the staff memo to the Commission regarding the referral received from the Ministry of Transportation and Infrastructure (MoTI) for a proposed 4-lot bare land subdivision.

Regina Robinson reported that:

- the Commission initially considered the application at its February 25, 2020 meeting
- at that meeting, the Commission requested a site visit prior to providing comment on the provision of park land
- members of the Commission attended the site on May 12, 2020
- the Commission considered earlier subdivision application proposals that included this property (S-22-07 and S-11-08)
- these application proposals did not proceed but several trail network versions were drafted and considered by the Commission
- to support development of a trail network in Port Renfrew, the Commission resolved to accept the voluntary commitment by the applicant for subdivision SU000679 to construct a 1.5 m wide trail within the public road right-of-way on a parcel located to the west of the subject property

Iain Lawrence responded to questions from the Commission advising that:

- the parent parcel is being divided into 2-lots
- one lot is being divided into 4-lots which triggers the requirement for park dedication
- 5% of the area of land being subdivided is .335 ha
- the Commission would consider the remainder lot at such time that a subdivision application is received
- the Commission resolved to support establishment of a trail on the lot located to the west of the subject property (SU000679)
- it is within the Commission's purview to state interest in environmentally sensitive areas and ecosystems which may include trees
- funds received as cash-in-lieu of park land must be deposited into the reserve established for acquiring park lands
- funds received as cash-in-lieu of park land cannot be used to develop parks

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, in accordance with Section 510 of the *Local Government Act*, park dedication in the amount of 5% be required for proposed subdivision of Parcel A (DD 1434261) of Section 97, Renfrew District, Except that part in Plans 15462, VIP77871 and EPP24972 (SU000721), except where the owner agrees to dedicate that portion of land required to construct a trail along Parkinson Road to JdF Community Parks and Recreation standards and that the owner agree to construct the trail prior to subdivision approval. **CARRIED**

6. Staff Reports

a) Staff News

Recreation Programs

All contract recreation programs are on hold at this time.

Bylaw No. 3763 Amendment

The Director had 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 JdF Community Planning and JdF 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 from Legislative Services as of May 19, 2020.

Kemp Lake Fishing Pier and Boat Launch Project

Don Closson reported that:

- grass seeding has been completed
- a portable toilet will be delivered on May 29
- installation of a picnic table is pending
- compliance signage addressing parking and restricting smoking, alcohol consumption and camping to be installed
- dock scheduled to be installed between June 15 and September 15

William Simmons Trail Work

Funding of \$20,000 has been secured for this project through a Community Works Fund. Work will commence mid to late summer depending on the timing of the Otter Point Road improvements and potential impacts to the park. Anticipated improvements include spilt rail fencing along the road frontage and gates to limit vehicle access into the park.

The Chair expressed interest in visiting the park with staff to review areas of accumulated deadwood.

Abandoned House Removal William Simmons

The house at William Simmons Park (3176 Otter Point Road) has been demolished. Site remediation is part of the William Simmons Trail Work project.

Auxiliary Staffing Request 2020

Chris Hart has returned to the PW2 position. Blair Barrett has returned to the PW5 position. Planned employment window is from 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. Gate at West Coast Road and Cedar Coast Road has yet to be moved.

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

Don Closson reported that:

- both contractors declined to provide a quote for this work
- it was clear from both contractors that the costs involved in completing this work would be untenable
- given budget limitations, neither project is planned to move ahead at this time
- site visit requested by the Commission is on hold

Don Closson responded to questions from the Commission advising that:

- the merit of the sites will be reviewed individually
- the Community Parks Strategic Plan (CPSP) is due for review
- the CPSP is a guiding document that helps direct capital development
- the Community Works Fund may provide opportunity to make capital improvements
- review is anticipated to begin this year
- review to be added to an upcoming agenda

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. The draft policy has been completed and forwarded to the Senior Manager, Regional Parks for further action/approval.

Waters Edge Access Trail Request

A site visit to determine the exact location and potential feasibility for the creation of an access trail from the right-of-way (RoW) at Waters Edge Drive to West Coast Road near the beach at Jordan River was completed with JdF Community Planning staff on February 11, 2020. The RoW at Whalers Cove Lane was also visited on that date. Site visits by the Commission are on hold.

Director Hicks entered the meeting at 4:03 pm.

Meeting with Seagirt Ponds Conservation 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 is anticipated that the Society will approach the Commission to garner resources to support the priorities identified in the strategy.

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.

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

At its meeting of February 25, 2020 the Commission resolved to recommend to the Juan de Fuca Land Use Committee (LUC) that the requirement for park land dedication for the proposed subdivision be received in the form of cash-in-lieu. For the 4-lot subdivision to proceed in its current configuration, the applicant must submit a development variance permit application to request consideration of a reduction in the minimum frontage. The Commission's recommendation will proceed to the LUC when the frontage exemption is considered. The applicant has yet to apply for the variance.

7. New Business

a) Annual Amendment to Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw (Amendment Bylaw No. 4359)

Don Closson reported that each year the Commission is asked to forward a recommendation to the CRD Board regarding its fee schedules for the upcoming year (2020-2021). Don Closson directed attention to the fee schedules for 2019-2020.

The Commission was scheduled to review its fee schedules in detail at its March meeting. Due to the dynamic situation resulting from COVID-19, the number of park permits and community hall rentals in 2020 has decreased.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommend no change to its fee schedules for 2020-2021 and that a detailed review be scheduled in 2021. **CARRIED**

8. 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

Discussed under New Business.

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

Don Closson advised that this discussion was initiated by the Chair. Don Closson further advised that he will reach out to his counterparts to request information from the Regional Parks volunteer program.

9. Next Meeting:

June 23, 2020

10. Adjournment

The meeting adjourned at 4:12 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, JULY 21, 2020**

SUBJECT: Staff News

ISSUE: Information

Recreation Programs

All contract recreation programs are on hold at this time. The exception is programs delivered out of doors or at facilities that are not controlled by JdF Community Parks and Recreation at their discretion.

One new program will be starting at Coppermine Park in the next week or so. Children's Yoga will be conducted out of doors and run for the duration of the summer months, attendance dependant.

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 JdF Community Planning and JdF Community Parks and Recreation staff to draft changes to the bylaw. Requested changes were submitted to Legislative and Legal Services for review.

It appears that work is being done by Legislative Services as of July 6, 2020.

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 completed and a portable toilet installed. Installation of a picnic table is underway. The aquatic portion (docks) of the project will be installed between June 15 and September 15. A large stump was removed June 30, 2020 to make way for the docks and required mooring. Signage has been installed at the designated parking area and in the boat launch area.

William Simmons Trail Work

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.

Work has commenced with some grass seeding of the house demolition site. Additional works will commence mid to late summer depending on the timing of the Otter Point Road improvements and potential impacts to the park.

Carpenter Road Dam Inspection

The Manager has contacted three contractors able to conduct a dam inspection and risk assessment for Carpenter Road Park dam. Once the level of funding has been determined various sources of funding will be explored to complete the work outlined in the submissions.

The quotes for this preliminary work are required by July 31, 2020.

Sheringham Point Community Park

The Sheringham Point Lighthouse Society has closed the lower parking lot at Sheringham Point Community Park due to the fact that they have ceased operations (visitation) during the COVID-19 pandemic.

JdF Community Parks and Recreation summer staff have done significant trail clearing and maintenance to ensure a safe and operational trail. Hazard/wildlife tree work is currently underway at Sheringham Point Community Park and other JdF EA parks.

Port Renfrew Community Centre

The post office has maintained operations during the COVID-19 pandemic using curbside pick-up. The Vancouver Island Regional Library has recently started back up with curbside pick-up opportunities.

Permit approvals have not yet been given the green light at the Port Renfrew Community Centre due to the implications of COVID-19.

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.

Becher Bay and K2/Petrel Drive and Waters Edge Trail Visit

Further to interest expressed by the Commission, a site visit with the Commission to the two park project locations is on hold and a decision is required to determine if a site visit is warranted and when. The Manager would suggest a fall visit pending the impacts of COVID-19.

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

Detailed review to be scheduled in 2021.

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

At its meeting of May 26, 2020 the Commission resolved to recommend to the Juan de Land Use Committee (LUC) that the requirement for park land dedication be received in the form of cash in lieu. The LUC will consider the Commission's recommendation at its July 21, 2020 meeting.

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

At its meeting of May 26, 2020 the Commission resolved to recommend to the LUC that park dedication in the amount of 5% be required for the proposed subdivision except where the owner agrees to dedicate that portion of land required to construct a trail along Parkinson Road to JdF Community Parks and Recreation standards and that the owner agree to construct the trail prior to subdivision approval. The LUC will consider the Commission's recommendation at its July 21, 2020 meeting.

Park Usage

Community park permits, insurance and public usage were discussed last at the September 24, 2019 meeting. It has been asked that this item be revisited.

Open Meeting Requirements

This item was discussed last at the May 28, 2019 meeting. It has been asked that this item be revisited.

Land Acquisition

It has been asked that this item be added to the agenda.

The role of the Commission was last reviewed at the June 26, 2018 meeting. As reviewed at that meeting, the CRD Board delegates to the Commission, through Bylaw No. 3763, advisory powers with respect to the development, maintenance, and operation of community parks, recreational facilities and equipment and the organization and conduct of recreation programs.

The Commission's Community Parks Strategic Plan outlines acquisition methods/tenure opportunities which include:

- Purchase
- Amenity contribution
- Dedication at the time of subdivision
- Donation/bequest
- Lease/license
- Statutory right-of-way
- Restrictive covenant/easement
- Transfer to senior park authority

Bylaw No. 3763, Section 8 (b) directs that the Commission shall recommend to the CRD Board the acquisition of additional park lands.

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