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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **May 25, 2021 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 April 27, 2021
3. Chair's Report
4. Director's Report
5. Staff Report
 - a) Staff News
6. Unfinished Business
 - a) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions
 - b) Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)
 - c) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
 - d) Community Parks Strategic Plan Update
7. Next Meeting: June 22, 2021
8. Adjournment

Please note that during the COVID-19 situation, the public may attend the meeting electronically through video or teleconference. Should you wish to attend, please contact us by email at jdfinfo@crd.bc.ca so that staff may forward meeting details. Written submissions continue to be accepted until 4:00 pm the day before the meeting.



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, April 27, 2021, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

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

EP – Electronic Participation

The meeting was called to order at 3:00 pm.

1. Approval of the Agenda

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

2. Adoption of the Minutes of February 23, 2021

Discussion ensued regarding the unauthorized trail at Seagirt Ponds Community Park. Don Closson confirmed that the compensation received for remedial works can be used to address the unauthorized trail. Operational funds are also available to address the unauthorized trail, if required.

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Lewis that the minutes from the meeting of February 23, 2021 be adopted, as amended. **CARRIED**

3. Chair's Report

The Chair reported that it is understood that the large parcel located to the north of the Otter Point fire hall is under new ownership. The Commission may be requested to make comment/recommendations pertaining to park considerations, should development applications be received.

4. Director's Report

No report.

5. Staff Reports

a) Staff News

Bylaw No. 3763 Amendment

The Commission asked that staff continue to pursue comment on the status of the initiative to update the bylaw for the Commission.

Carpenter Road Dam Remediation/Safety Report

- the contract has been awarded and a draft safety plan submitted
- the provincial Dam Safety Officer was contacted as part of the dam assessment process
- the Province has responded with an order in accordance with the *Dam Safety Regulation* requiring surveillance, downstream owner notification, and notice from the CRD as to if the dam will be retained or decommissioned
- the earthen dam is not engineered and was accepted as park dedication as part of a subdivision application (S-24-93)
- the dam is not used for irrigation or fire protection
- the park and water body has, over time, established vegetation and wildlife value
- should the dam be retained, engineering works, a water licence and ongoing monitoring will be required
- should the dam be decommissioned, remediation to return the site to its original state can be anticipated
- CRD Protective Services and CRD Risk and Insurance have been asked to comment on the plan and course of action

Hatchery Release – Poirier Lake – William Simmons Park

- Vancouver Island Trout Hatchery stocked the lake on April 16, 2021
- further stocking is anticipated in the fall
- requests to host learn to fish programs are anticipated
- such requests are operated under permit

Compensation at Seagirt Ponds Community Park

Don Closson reported that he met with the Seagirt Ponds Preservation Society on April 7, 2021 to discuss allocation of compensation funding received in response to a recent incident of tree cutting and trespass.

The Society has indicated support for:

- decommissioning the unauthorized trail and signing other trails that are being used by the public, which have not been authorized
- creating a short trail to a bench location which will create a viewing location for the second pond
- creating a longer trail to a bench location which will create a viewing location for the second pond
- repairing an existing trail
- creating interpretive signage/mapping in collaboration with staff for the information kiosk

Don Closson reported that:

- the Society has been asked to prioritize the project list and provide a timeline/budget for each project
- the Society has indicated that interest has been received in a bench donation
- works in designated riparian development permit areas may require professional oversight as required by bylaw (East Sooke Official Community Plan)
- a report of hazard trees was received by an adjacent resident
- hazard tree work is scheduled for May 4, 2021 at a cost of approximately \$1500

Priest Cabin Access Agreement

- the maintenance access agreement between the CRD, the JdF EA and the land owner remains under review
- the JdF Community Parks and Recreation Program will not be absorbing the landowner's legal fees, as requested by the landowner
- opening of Cedar Coast Road continues to be under review by the Ministry of Transportation and Infrastructure
- Cedar Coast Road is a public road which is currently gated
- park users have been parking in front of the gate which has obstructed access by property owners permitted to access the gated road
- the gated road is also adjacent to land held by the CRD for fire protection works used by the Shirley Volunteer Fire Department
- removal of the gate would allow the public to the access the park closer to the trail head
- in the interim, no parking signage will be posted on the road gate
- establishing a trail from Priest Cabin Park along the right-of-way through Lot 177 to connect to what is referred to as the Matterhorn access continues to be on the work plan for 2021

The Chair requested that staff confirm that the right-of-way through Lot 177 connects to Crown land.

Port Renfrew Community Centre

The annual safety inspection for the Port Renfrew Community Centre was completed on April 11, 2021 at a cost of approximately \$1700.

Sheringham Point Community Park

- a renewal Operating Agreement for the Sheringham Point Lighthouse Preservation Society was drafted as the current agreement expires April 2021
- under the agreement, the Society must maintain the private road and lower parking lot signage/gate structures at its own expense
- the agreement language related to signage/gate structures was requested by the Society as there has been an increase in camping and dumping at the lower parking lot due to a decrease in visitations to the lighthouse
- the gate will not restrict access to the public trail
- the agreement, once finalized, will be in effect until 2031

A Commissioner reported that:

- human waste continues to be an issue although access to the lower parking lot and lighthouse lands have been restricted during the COVID-19 pandemic
- the Society intends to post signage and then monitor lower parking lot use prior to implementing an opening and closing procedure for the gate

Port Renfrew Tennis Court Resurfacing

- the contractor for resurfacing/paving has been selected
- the contractor for court amenities and line painting has been selected
- contract work anticipated to begin in June

2021 Maintenance Staff Hiring

- Blair Barrett has accepted the PW5 position
- Connor Ronayne has accepted the PW2 position
- positions run from May 1 – September 29, 2021

Otter Point Road Improvements

Don Closson reported that:

- this project and in-kind works at Butler Road Park are now complete
- road seed mix was not considered appropriate for the park
- a quote for seeding at Butler Road Park is pending

Possible Trespass at “The Shores Park”

- the survey conducted on March 19, 2021 indicates that trespass has taken place
- staff is working with CRD Bylaw Enforcement to determine a course of action to rectify the situation

Coppermine Park Permit

- the request for a park permit to host a “Farmers Market” at Coppermine Park has been withdrawn
- upon review of the request, it was determined that the park is not zoned for market use by a private entity

Kemp Lake Fishing Dock

- the dock was impacted by a recent storm which caused the dock to move from its original moorings
- Freshwater Fisheries BC, the dock funding agency, has been advised that the unmoored portion of the dock has been secured to an adjacent private dock
- work will not be completed by April 28, 2021, as originally anticipated
- a meeting is scheduled with provincial representatives to review the site and actions required to rectify the situation

6. Unfinished Business Continued

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

Don Closson reported that:

- the Commission is asked each year to forward a recommendation to the CRD Board regarding its fee schedules for the upcoming year
- the Commission was scheduled to review its fee schedules in detail at its March 2020 meeting
- no changes were made to the schedules at that time due to a decrease in the number of park permits and community hall rentals as a result of COVID-19
- the fee schedules were last changed by the Commission in 2016

Commission discussion ensued regarding opportunity to promote continued use of community parks by various users while concurrently supporting park use under permit, as required.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Lewis that the Park Use Permit Fees and Charges Schedule be amended to read:

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (Subject to applicable tax)
For events or activities such as a festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators.	\$30.00/permit
Frequent Users: 5 or more events/year.	\$120.00/permit
For children's parties.	\$30.00/permit
For private events such as weddings or celebrations with 10 or more participants.	\$100.00/permit

CARRIED

Commission support was forwarded to amend the fees and charges schedule for the Port Renfrew Community Centre to clarify daily/hourly rates.

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Braunschweig that the Port Renfrew Community Recreation Centre Fees and Charges Schedule be amended to read:

Dance Hall (Subject to applicable tax)	
Events up to 100 people	\$ 200.00 day/night
Events with greater than 100 people	Negotiated
Set-up Fee	\$ 50.00
Clean-up Fee (minimum 4 hours)	\$ 25.00 hr
Damage deposit – events up to 100 people	\$100.00
Damage deposit – events greater than 100 people	\$ 500.00
Meeting Room (Subject to applicable tax)	
Rate per hour (4 hour minimum)	\$ 25.00 hr
Fee for use of kitchen	\$ 50.00
Offices (Subject to applicable tax)	
Monthly lease	Negotiated

CARRIED

Commissioner Lewis left the meeting at 5:00 pm.

b) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions
Discussed under Staff News.

c) Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)
Application remains active. No update.

d) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
Discussed under Staff News.

e) Park Management/Development Plans

Don Closson outlined CRD bylaws and plans that guide the Commission and confirmed that, since the approval of the current Community Parks Strategic Plan (CPSP), one site management plan has been approved by the Commission for William Simmons Memorial Park.

Don Closson reported that the current CPSP provided management actions for 2010 – 2020. After discussions with CRD Regional Parks, the JdF Director was approached regarding opportunity to receive Community Works Funds (CWF) to support a process to update the CPSP. The Director has agreed to allocate \$30,000 from the CWF program for this project.

Commission discussion ensued regarding the role of the Commission throughout the proposed process.

Don Closson stated:

- support for the Commission extending the term of the current CPSP until such time that until a new document is approved
- that he will report the key management items completed to date at the May meeting

7. Next Meeting
May 25, 2021

8. Adjournment

The meeting adjourned at 5:20 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, MAY 25, 2021**

SUBJECT: Staff News

ISSUE: Information

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.

No update as of May 19, 2021.

Carpenter Road Dam Remediation/Safety Report

The contract with the successful contractor was signed March 16, 2021.

Information collected by the contractor has indicated that this dam may have some downstream impacts, if it were to fail. The contractor has contacted the Province to ensure that the dam is properly classified and to determine a course of action in the short and long term.

The Province has made an order to the CRD JdF Community Parks and Recreation Program under Section 15 (1)(b) and (i) of the *Dam Safety Regulation (DSR)* which requires:

- immediately - begin a site surveillance program of the structure which requires visiting the site every 30 days and recording findings (Due to the seepage issue and general condition of the dam, the surveillance will change to bi-weekly as of Oct 1, 2021 (start of wet season) if the dam has not been significantly rehabilitated or decommissioned by then)
- within 30 days - notify potential downstream property owners of the potential safety hazard and develop a dam emergency plan
- within 90 days - make the determination whether the CRD plans to keep and maintain/rehabilitate the dam which will require making an application for a water licence, or determine whether to decommission the dam and begin discussions/planning towards this outcome.

If decommissioning is decided, the dam owner must become familiar with Section 17 of the *DSR* in terms of timing and authorization to decommission.

The final report is expected soon.

Seagirt Ponds Community Park

Compensation funding received in response to an incident of tree cutting and trespass will be used for remedial works and beautification of Seagirt Ponds Park. A meeting with Seagirt Ponds Preservation Society was held on April 7, 2021 at Seagirt Ponds to discuss possible projects. Several projects have been identified. The Society was asked to prioritize the list and try and attach a date and budget for review by staff:

- Decommission the unauthorized trail and post several other trails that the public is using but not authorized. This will involve signage, split rail fencing, planting and scattering debris on the old trail.
- Create a short trail to a bench location which will create a viewing location for the second pond. This will be a relatively straight forward project with vegetation removal (native and non-native).
- Create a longer trail to a bench location which will create a viewing location for the second pond. This will be a more complex project with vegetation removal and hazard tree considerations (native and non-native).
- Trail repair in two locations. One requiring culverts and gravel; the other requiring approximately 15 meters of boardwalk (both sections are wet areas).
- Create some messaging and or map for the recently installed information shelter.

The Manager will work with staff to start on some of the items listed such as decommissioning the trail and associated signage.

No prioritized list has been received as of May 19, 2021.

Priest Cabin Access Agreement

The access agreement between the CRD, the JdF EA and the landowner below Priest Cabin (Lot 26) has been rekindled. CRD Real Estate anticipates that the agreement will be completed soon. The agreement will be for 5 years.

The Manager has been in discussion with the landowner of Lot 177 regarding creating an access from Priest Cabin Park along the right-of-way through Lot 177 to connect to what is referred to as the Matterhorn access.

The Manager will meet the owner on site this spring to communicate our intentions and to discuss what implications/considerations may need to be addressed when constructing the trail. The trail has been flagged. JdF EA summer staff will do the work in 2021.

Recent discussions between landowners and Ministry of Transportation and Infrastructure (MoTI) indicate that Cedar Coast Road could be opened up to the public in the next year. Recent land purchases have facilitated a need to have the road opened up for access.

Port Renfrew Community Centre

A portable toilet has been delivered to the Port Renfrew Community Centre due to the lack of services available to the public during the COVID-19 pandemic.

The toilet is only meant to be temporary and will be removed or relocated when appropriate.

Sheringham Point Community Park

The renewed Operating Agreement with the Sheringham Point Lighthouse Preservation Society was signed May 18, 2021. The agreement is in effect until 2031.

Port Renfrew Tennis Court Resurfacing

The community of Port Renfrew has requested that the Director investigate the potential to have the existing tennis court resurfaced. Other improvements will include two pickleball courts, two basketball hoops, line painting and new posts for nets.

The Manager is working with the successful bidder to finalize a contract for resurfacing work for a June start date. This quote did not include the tennis, pickleball, basketball equipment and line painting. The Manager is working with a Victoria company to do this work. This work will happen at the same time as the paving.

Possible Trespass at “The Shores Park”

The Manager encountered a possible trespass at The Shores Park. The Manager has contacted a survey company to complete a survey to determine if a trespass has indeed occurred.

A survey was conducted on March 19, 2021 which indicated that trespass had taken place. The Manager is working with CRD Bylaw Enforcement to determine a course of action to rectify the situation.

Bylaw Enforcement will be the primary point of contact between CRD and the landowner. No communication had taken place as of April 13, 2021.

Kemp Lake Fishing Dock

The Manager received a report that the Kemp Lake fishing dock was impacted by a recent storm which caused the dock to move from its original moorings. The dock was impacting the resident beside the boat launch area. The resident has removed one section of the public dock and secured it to the private dock for safe keeping.

The Manager has contacted the original contractor and Freshwater Fisheries BC to see what can be done to rectify the situation.

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.

Community Parks Strategic Plan Update

The Manager has started working on a course of action to develop an updated (replacement) 10 year Strategic Plan for the JdF EA Community Parks and Recreation Program.

A project brief was presented at the Regional Parks Managers meeting on April 6, 2021 to discuss the merits of the project brief and determine what, if any, in-house resources may be available to assist in creation of this plan.

Early indication was that there are not sufficient in-house resources to complete this project within a reasonable timeline (GIS, communication/surveys, public consultation, IT, First Nations considerations, etc.)

The Manager was instructed by his supervisor to pursue an Initiative Business Case (IBC) for the 10 year Strategic Plan. This has been done with a proposed budget of \$30,000. This would be for the 2022 business year (Plan creation with enactment 2023).

This timeline may not be the best outcome for the development of this Plan so the Manager sought and received approval from the JdF EA Director to apply for Community Works Funds.

The application is now under development by the JdF Community Parks and Recreation Manager and the JdF Community Planning Manager.

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