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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, May 25, 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), B. Croteau, 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: 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 Croteau that the agenda be approved, as amended to add Wieland Road under New Business and to move consideration of the Community Parks Strategic Plan Update to the first item under Unfinished Business. **CARRIED**

2. Adoption of the Minutes of April 27, 2021

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of April 27, 2021 be adopted. **CARRIED**

3. Chair's Report

Noting the new appointments made to the Commission and the upcoming review of the Community Parks Strategic Plan (CPSP), the Chair asked the members to introduce themselves and confirm the area they represent.

The Chair reported that the CPSP is a broad document which outlines the Commission's objectives and park land acquisition priorities. In preparation of the CPSP review, the Chair asked the members to make themselves familiar with the document and with the Commission's park holdings.

The Chair asked that staff ensure that the Commission's confidential site specific objectives, as compiled for the current CPSP, be included in the upcoming review.

4. Director's Report

No report.

5. Staff Reports

a) Staff News

Bylaw No. 3763 Amendment

Don Closson provided a brief update on the proposed amendments to Bylaw No. 3763 and confirmed that no update has been received from CRD Legislative and Legal Services.

Carpenter Road Dam Remediation/Safety Report

Don Closson outlined the orders received by the Province in accordance to the *Dam Safety Regulation (DSR)*.

Don Closson reported that:

- a draft safety plan has been received from the contractor
- staff are reviewing the plan's recommendations
- under the order, the CRD is required to make the determination whether dam will be retained or decommissioned
- decommissioning is expected as significant funds would be required to retain/maintain the dam
- should the dam be decommissioned, remediation to return the site to its original state can be anticipated
- funding needs and funding sources for decommissioning still to be determined
- final report and public consultation required by the Province still pending
- public safety/liability is the main factor for determining if the dam will be retained or decommissioned
- a small pond would remain, should the dam be decommissioned
- a smaller waterbody would continue to provide wildlife value/viewing

Seagirt Ponds Community Park

Don Closson reported that the Seagirt Ponds Preservation Society has provided a timeline/budget for each project proposed by the Society for allocating the compensation funding received in response to an incident of tree cutting and trespass.

Unauthorized Trail:

- decommissioning work will begin immediately with the installation of split rail and signage and minor plantings

Trail to Second Pond:

- the Society's interests in establishing a short trail and a longer trail to a bench location to view the second pond are noted as priorities for the upcoming two-three years as Registered Biologist oversight is required for this work
- a preliminary site visit with Regional Parks' Registered Biologist is pending
- only one trail will be constructed

Trail Repairs:

- the Registered Biologist will also be asked to comment on the Society's interests in repairing two trail locations
- one repair location requires culverts and gravel
- the other requires boardwalks
- both locations are wet areas
- this work is anticipated this year

Interpretive Signage/Mapping

- this initiative is noted as a priority for upcoming two-three years as mapping coordinates are required
- staff have been instructed to purchase a GPS to begin this work
- GPS work to begin this summer

Native Plantings

- the Society will be providing a list of native plants
- some amount of planting work is anticipated to start this fall subject to plant prices

Priest Cabin Access Agreement

- the maintenance access agreement between the CRD, the JdF EA and the land owner remains under review
- opening of Cedar Coast Road continues to be under review by the Ministry of Transportation and Infrastructure (MOTI)
- Cedar Coast Road is a public road which is currently gated
- there has been an increase in upland property owner interest in opening up the road
- park parking at this time is available adjacent to the gate and on the road shoulder

Port Renfrew Community Centre

- a portable toilet has been delivered due to the lack of services available to the public during the COVID-19 pandemic
- 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 contractor for resurfacing/paving has been selected
- the contractor for court amenities and line painting has been selected
- positive comment has been received from residents regarding this project

Possible Trespass at "The Shores Park"

- the survey conducted on March 19, 2021 indicated that trespass has taken place
- staff worked with CRD Bylaw Enforcement to determine a course of action to rectify the situation
- land use and building permit issues remain
- trespass into the park has been resolved
- issue is considered closed from a park's perspective

Kemp Lake Fishing Dock

- it has been determined that the dock moved from its original moorings due to a change in water volume over the winter
- due to this increase in water volume, the dock ended up being approximately 6 feet away from the shore
- the dock was pulled from that location to allow for access from the shoreline
- this caused the dock to become unanchored from the anchor chain
- during a wind storm, the dock moved towards an adjacent property owner's dock
- the adjacent property owner secured the public dock to the adjacent private dock

- a meeting was held with provincial representatives to review the site and actions required to rectify the situation
- the first repair attempt was not successful
- staff is seeking a legal opinion regarding avenues available to repair the dock
- the RCMP has agreed to be on site, should it be decided that the dock should be repaired

Don Closson responded to questions from the Commission advising that:

- there have been concerns raised related to alcohol, smoking and parking
- staff have been working on a compliance action plan which includes additional signage and increased oversight by the parks crew
- Bylaw Enforcement Officer and Compliance Officer oversight comes at a cost
- improvements have included a toilet, picnic table, grassed area, garbage can and dock
- there is no active stewardship society for this site

Commission comments included:

- the Kemp Lake improvements went through a public consultation process
- the improvements are well used
- very few residents opposed the improvements
- the site provides easy access to the water
- overall support for reconstructing the dock

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 hike.

The Chair reported that Saturday hikes will be offered once COVID-19 restrictions have been lifted.

6. New Business

a) Wieland Road

The Chair reported that:

- the Commission holds license of occupation over Weiland Road right-of-way for future construction of a trail
- he has received reports of trespass/tree cutting on the right-of-way near Kemp Lake and Otter Point Roads
- the reports of trespass/tree cutting have been reported to MOTI

Don Closson reported that MOTI has relayed that it will be on site this week.

7. Unfinished Business

a) Community Parks Strategic Plan Update

Don Closson reported that:

- the Director has agreed to allocate \$30,000 from the Community Works Fund (CWF) program for this project
- CWF to support assistance from a contractor to implement review of the CPSP
- CWF application in progress
- CPSP funding to cover GIS, communication/surveys, public consultation and First Nations considerations

- CPSP update to include short-term/long-term visioning/priority exercises
- the Commission will be asked to provide input throughout the update
- process anticipated to take upwards of a year

Don Closson responded to a question from the Chair advising that the CPSP will be reviewed against the current Official Community Plans and Regional Growth Strategy to ensure the guiding documents are complementary.

The Chair stated support for each Commission member being given opportunity to express individual community values and needs throughout the process.

The Chair responded to a question from the membership confirming that the Commission's is advisory in name but that the Commission's responsibilities have not changed. The Commission is advisory to staff, the Juan de Fuca Land Use Committee and the CRD Board.

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. Item struck from the agenda. Update will be provided, should the application proceed.

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

Staff highlighted mapping showing the parcel located above the park which is privately held parcel as well as the parcels held by the Crown.

Don Closson confirmed that the proposed route to the Matterhorn area has not been flagged by staff.

8. Next Meeting

June 22, 2021

9. Adjournment

The meeting adjourned at 5:03 pm.

Sid Jorna, Chair

Wendy Miller, Recorder