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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **June 22, 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 May 25, 2021
3. Chair's Report
4. Director's Report
5. Staff Report
 - a) Staff News
6. New Business
 - a) Commission Picnic
 - b) Community Parks Desires/Suggestions
7. Unfinished Business
 - a) Community Parks Strategic Plan Update
 - b) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions
 - c) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
 - d) Wieland Road Tree Cutting
8. Next Meeting: September 28, 2021
9. 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, 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



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**STAFF REPORT TO THE
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION
MEETING OF TUESDAY, JUNE 22, 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 June 16, 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 October 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 was received May 21, 2021. The report outlines short term and long term remedial action that should be considered.

The short term work would see remedial safe guarding of the structure prior to October 2021. Funding for this work will be available through JdF EA Capital and the CRD Risk and Insurance program.

Approximate cost \$20,000. Work involved:

- Development of prescription that details the requirement for the following works:
 - remove vegetation from the dam
 - armour the upstream face of the dam to prevent erosion
 - modify the spillway to allow for a great release of water in the fall/winter season
 - armour the spillway to prevent down cutting

Long term work required would be the decommissioning (or partial decommissioning) of the dam structure. Funding for this work is yet to be determined, likely through JdF EA Capital or the Community Works Fund.

Required works (2022): Approximate cost \$70,000.

Phase 1

- Prescription for the removal (decommissioning) of the existing structure (pond dewatering plan, sediment management plan, channel stabilization works, site re-contouring and vegetation plan.
- Environmental Report describing the impacts resulting from the dam decommissioning, including topographic/legal and bathymetric surveys, environmental assessments, archeology assessment, hydrological assessment, pond sediment assessments.
- Listing of remedial works required to return the site to an acceptable condition, along with post-removal monitoring

Phase 2

- First Nations consultation and government agency referrals
- Stakeholder engagement and public consultation

Phase 3

- Finalized engineering design drawings, specifications and plans
- Construction supervisions and quality assurance plan, along with a environmental management plan (construction) prepared by a Qualified Environmental Professional
- Permits, private property access agreements/easements and approvals, including Dam Safety Office (DSO) approvals

Phase 4

- Construction contract preparation and procurement
- Dam removal and rehabilitation
- Professional services during construction, including field reviews, contract administration, environmental monitoring, record surveys, completion reporting

Phase 5

- Revegetation and invasive species monitoring, channel stability monitoring, and sedimentation monitoring for a period of one to five years

A contractor has been contacted to start work on short term vegetation removal and spillway modification prescription. This prescription approval can be expedited by the DSO under Section 17 of the *DSR*.

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.

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 summer 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.

No update on the access agreement.

The Manager has planned a visit with staff to Priest Cabin on July 7, 2021, to install signage and to determine the location of the Priest Cabin - Lot 177 connector trail.

Sheringham Point Community Park

Full spring revegetation management has now been completed at Sheringham Point Community Park.

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.

Work has begun on the installation of the basketball hoops and pickleball posts as of June 9, 2021. Paving is set to commence late June.

Kemp Lake Fishing Dock

The Kemp Lake fishing dock is now back in full operation with repairs completed on June 3, 2021.

A draft Compliance Action Plan (CAP) has been created by the Manager and is currently under review in preparation for approval.

The CAP will support park worker efforts to control undesirable activities at Kemp Lake.

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 \$40,000. 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 (CWF).

The CWF application has been approved and more detailed information is now required to complete the funding application.

Once the funding has been secured, a Request for Proposal will be drafted and tendered. This will provide consultant services for the duration of the CPSP development/completion.

Port Renfrew Invasive Species Treatment

The Manager was in Port Renfrew on June 17, 2021 to meet with the contractor hired to conduct the invasive species treatment (herbicide) on several parcels in and around Lot 64.

This is the second year of treatment and was fully expected to be required. There may need to be two treatments this year depending on the success of the first application. Local residents have been contacted to allow for the treatment to proceed. There will be two new properties identified for treatment this year.

The invasive species targeted are Knotweed and Policeman's Helmut.

Port Renfrew Bench Request

A request has been received for a memorial bench donation at Lot 64 in Port Renfrew. The Manager has reached an agreement with the party to secure and install a wooden bench near the ocean, all costs will be covered by the interested party.

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