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## JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **September 28, 2021 at 3 pm**

Juan de Fuca Local Area Services Building, #3 – 7450 Butler Road, Otter Point, BC

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### AGENDA

1. Approval of Agenda
2. Adoption of Minutes of June 22, 2021
3. Chair's Report
4. Director's Report
5. Staff Report
  - a) Staff News
6. New Business
  - a) Kemp Lake Dock Update
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: October 26, 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](mailto: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, June 22, 2021, at the Juan de Fuca Local Area Services Building,  
3 – 7450 Butler Road, Otter Point, BC**

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

EP – Electronic Participation

The meeting was called to order at 3:00 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 May 25, 2021**

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the minutes from the meeting of May 25, 2021 be adopted. **CARRIED**

**3. Chair's Report**

The Chair thanked everyone for attending the meeting.

**4. Director's Report**

No report.

**5. Staff Reports**

**a) Staff News**

**Bylaw No. 3763 Amendment**

No update has been received from CRD Legislative and Legal Services regarding initiative to update the bylaw for the Commission.

**Carpenter Road Dam Remediation/Safety Report**

Further to the orders received by the Province in accordance to the *Dam Safety Regulation (DSR)*, Don Closson provided an update advising that:

- the final safety plan has been reviewed by staff
- the safety plan included short-term recommendations for the winter season as well as recommendations should the dam be decommissioned or rebuilt
- decommissioning is expected as significant funds would be required to retain/maintain the dam
- degree of decommissioning to be determined
- monitoring of the dam continues
- the notice to downstream property owners has been drafted
- a dam emergency plan will be required, if the dam is not decommissioned

- a plan for short-term emergency remedial work is required
- an archeological impact assessment for remedial work is required
- Northwest Hydraulic Consultants has been granted direct award to prepare a plan for short-term emergency remedial work
- more information on the dam structure will be determined once short-term work including vegetation removal, armouring and spillway work begins

### **Seagirt Ponds Community Park**

#### **Unauthorized Trail:**

- the parks crew is working on decommissioning of the unauthorized trail and installation of split rail, signage and minor plantings

#### **Trail to Second Pond:**

- the Seagirt Ponds Society's interests in establishing a short trail and a longer trail to a bench location to view the second pond remains under review
- one trail will be established
- Registered Biologist oversight is required for this work
- at this time, a Registered Biologist is not on staff with Regional Parks

#### **Trail Repairs:**

- the Society's interest in repairing two trail locations remains under review
- Registered Biologist comment on this work is also required as both locations are wet areas

#### **Interpretive Signage/Mapping:**

- the parks crew has started GPS work in response to interest expressed by the Society for signage/mapping

#### **Hazard Tree Assessment:**

- assessment completed last week
- work to be scheduled in response to the assessment

Don Closson responded to a question from the Commission advising that a timeframe for the trail work will be determined once the works are reviewed by a Registered Biologist. Proposed signage will incorporate existing trails and proposed trail to eliminate the need to amend the sign once the new trail is complete.

### **Priest Cabin Access Agreement**

- the maintenance access agreement between the CRD, the JdF EA and the land owner remains under review
- staff are scheduled to meet with the owner of Lot 177 on July 7, 2021 to discuss trail development along the right-of-way through Lot 177
- 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
- there has been an increase in upland property owner interest in opening up the road

Don Closson responded to a question from the Commission advising that public access through Lot 26 would come before the Commission, should a development application be received by Juan de Fuca Community Planning.

**Sheringham Point Community Park**

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

**Port Renfrew Tennis Court Resurfacing**

At this time, paving is anticipated to begin in mid-July to coincide with another project in the area.

**Kemp Lake Fishing Dock**

- the dock is now back in full operation with repairs completed on June 3, 2021
- a draft Compliance Action Plan (CAP) is currently under review in preparation for approval
- CAP will support park worker efforts to control undesirable activities at Kemp Lake

**Community Parks Strategic Plan Update**

- Community Works Funds (CWF) for \$40,000 has been approved for this project
- a request for proposal will be developed with assistance from Juan de Fuca Community Planning

A Commissioner stated support for purchase of a drone as a resource for the project.

**Port Renfrew Invasive Species Treatment**

- contractor site visit held on June 17, 2021 to review invasive species treatment (herbicide) on several parcels in and around Lot 64
- the invasive species targeted are Knotweed and Policeman's Helmut
- local residents adjacent to Lot 64 have been contacted to allow for the treatment on private land
- further treatment is anticipated in August/September
- youth employment placement is being explored through the Capital Regional Invasive Species Partnership (CRISP)

**Port Renfrew Bench Request**

- a request has been received for a memorial bench donation at Lot 64
- all costs will be covered by the interested party
- a tax receipt can be issued for the donation

**6. New Business**

**a) Commission Picnic**

The Commission stated support for a picnic. Staff will forward details by email.

**b) Community Parks Desires/Suggestions**

The Chair spoke to the importance of the Community Parks Strategic Plan (CPSP) as the communities continue to grow. The Chair reported that the CPSP is a guiding document for outlining community goals for park and trail acquisition. In preparation of the CPSP review, staff will be circulating resources in advance of the September meeting.

Don Closson advised that staff will provide a summary of the items addressed under the current CPSP in the fall.

**7. Unfinished Business**

**a) Community Parks Strategic Plan Update**

Discussed under Staff News.

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

Discussed under Staff News.

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

Discussed under Staff News.

**d) Wieland Road Tree Cutting**

No update provided by the Ministry of Transportation and Infrastructure regarding the report of tree cutting.

**8. Next Meeting**

The Commission will adjourn for the months of July and August, unless there is a pressing matter.

The next regular meeting is scheduled for September 28, 2021.

**9. Adjournment**

The meeting adjourned at 4:05 pm.

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Sid Jorna, Chair

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Wendy Miller, Recorder



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**STAFF REPORT TO THE  
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION  
MEETING OF TUESDAY, SEPTEMBER 28, 2021**

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**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 September 08, 2021.

**Carpenter Road Dam Remediation/Safety Report**

A contract 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 (CWF).

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 an 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*.

Current status is the engineered prescriptions for the “dam remediation” are almost complete (September 13). Discussions with engineering contractor and DSO have determined that the works done this fall identified as “Short Term Work” may be sufficient to safe guard the facility without doing additional costly work next year. By construction of a 4 m spillway versus a 2 m spillway we may have eliminated the risk going forward. This will require agreement from the DSO once the project is complete. This may result in positive outcomes for this project in the form of, lower costs, less impact to the natural environment and long term risk mitigation.

The Manager is working with local land owners to secure permission to access private property during the construction phase of this project. The property boundaries are very close to the dam itself and there will be a requirement to fall trees which may land on private property prior to removal. This has been granted September 14, 2021.

The culvert which runs under the driveway leading to the private residences was cleaned out by CRD staff to the satisfaction of the engineering contractor. This culvert will provide an avenue for water movement while pumping down the pond prior to construction phase.

Outstanding items are:

- Prescription for the engineered works
- A Section 11 Permit (permit to conduct works in and about a stream/water body) needs to be obtained. Indications are the DSO will grant emergency approval for Section 11 Permits or absolve us from holding one due to the “emergency nature” of this project.
- Receive a “remedial revegetation plan” for disturbed lands resulting from construction phase of project. Our intent is to use any residual spoil (soil and debris) on site as part of the revegetation program.
- CWF funding approval

Ongoing efforts:

- Twice monthly inspections
- Securing funding to complete the works identified 2021

### **Seagirt Ponds Community Park**

The decommissioning of the unauthorized trail has occurred. This involved posting of closed area signage, split rail fencing, and scattering debris on the old trail. Planting of vegetation will occur later in the fall when conditions are better for transplanting.

A Qualified Environmental Professional (QEP) has been engaged to create a report which speaks to the potential impacts of constructing 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). The QEP will also provide feedback and possible mitigation needs for planned trail repairs in two locations requiring approximately 25 meters of boardwalk (both sections are wet areas).

Staff are creating a map for the recently installed information shelter which will show the trail network and natural features of the park.

### **Priest Cabin Access**

The access agreement between the CRD, the JdF EA and the landowner below Priest Cabin (Lot 26) appears to be dead. With the need for access with a vehicle now not as important as when this park was first created we are able to manage without this agreement. It appears the



landowner is not comfortable with the positions of CRD-JdF EA Parks and Recreation position on road maintenance and annual cost for usage.

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 has contacted a survey company to survey the correct location of the SRW (October 10) prior to any trail creation along that portion of the planned trail connector. Work has taken place in Priest Cabin Park to locate a trail and start cutting out the trail.

Work on the trail will be completed in the spring of 2022 along with appropriate signage and trail map.

### **Sheringham Point Community Park**

Additional signage was installed to better inform the public of the no dumping, no fires and no camping regulations.

### **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 now been completed with good reviews from the public. There was a request to install a small storage shed to house equipment associated with the tennis court and pickleball courts. This equipment is a community asset bought some time ago. A small gravel pad has been created to house the shed with a suitable lock. The hockey nets are similarly locked to the fencing when not in use.

### **Kemp Lake Fishing Dock**

The Kemp Lake fishing dock has been removed from Manatu Road location at the direction of the EA Director. The dock is being stored in the JdF EA office yard at Butler Rd.

A draft Compliance Action Plan (CAP) was implemented by the Manager and is set to run until the Labour Day long weekend.

Work to be done to relocate dock facility at Chubb Road location as determined by the EA Director:

- License of Occupation with the Crown
- Water License with the Crown
- Remove and dispose of the existing dock at Chubb
- Determine if a “Public Consultation” process is required
- Determine if parking needs to be enhanced
- Apply for CWF funding to complete purchase of additional dock structure and other required works

### **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.

The Manager sought and received approval from the JdF EA Director to apply for CWF funding. The application has been submitted and approved.

A draft Request for Proposal has been created and will hopefully be advertised to the consulting community before the end of September.

### **William Simmons Trail Lift and Capping Project**

The Manager has asked staff to put together the requirements for reconstruction of a portion of the Panama Rail Trail at William Simmons Park. This is required due to annual flooding.

The project consists of raising the trail by approximately 5 inches along with adequate ditching to carry water off and away from the trail surface. This will be required for approximately 50 m of the trail and additional 100 m will receive “capping” with fine screenings which is the trail running surface product used throughout the park. This portion of the trail never received capping when constructed.

This project is scheduled for September 14 – 22.

### **Port Renfrew Invasive Species Treatment**

The Manager was in Port Renfrew on August 19, 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 treatment for 2021. Local residents have been contacted to allow for the treatment to proceed.

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.

The bench has been contracted out for construction and should be complete in late October with installation in the spring of 2022.

The concrete pad was poured by park staff in August and ready to accept the wooden bench when available.

### **Recreation Programs**

The Nia Dance program offered at the Butler Road CRD building resumed operation as of September 09, 2021

The Manager will be working to renew contracts with Nia Dance and Karate for 2022.

### **Coppermine Park CWF Application**

The Manager has applied for CWF funding to perform improvements at the Coppermine tennis court. The improvement will involve:

- Resurfacing the tennis court with asphalt
- Coloured skid resistant coating to delineated tennis from pickleball
- Two pickleball courts with posts and nets
- New basketball hoop moved to back of court location
- New tennis net
- Fresh painted lines

The budget for this work is set at \$65,000

- The quote for equipment line painting and colour court surface texturizing has come in at \$20,843
- The quote for paving the court has been determined. An Invitation to Quote and site visit will occur by the end of September.

The work is identified to take place in the spring of 2022.

### **Coppermine Park**

The parks staff has been busy at Coppermine with the removal of old horseshoe pit cribbing that was no longer in use and was presenting metal rebar that was a safety concern.

Staff has painted the wooden structure portions of the playground. The Manager has conducted playground inspection.

The bridge railing on the bridge leading to the playground was replaced. The wooden railing was replaced with a metal railing which should not weather like a wooden replacement.

A hopscotch pattern was painted on the concrete pad where the basketball hoop is located at the playground.

### **Auxiliary Staff**

Auxiliary staff had their work term extended to October 11 from September 30.

### **Port Renfrew Community Hall**

Several rentals have been granted at the Port Renfrew Community Hall.

- Polling location for the September 20 Federal Election
- Meet and Greet by the Peoples Party of Canada
- The local AA group has resumed their meetings

The parks staff have done several small building maintenance items:

- Wash down the walls of library and washrooms
- Paint the walls in the washrooms and post office lease space
- Replace missing/burned out lighting (bulbs)
- Wash down the signage outside (public information)

**Park Use Permits**

- The Manager has granted the “Girl Guides Troup” from Otter Point a permit to conduct twice monthly meeting at William Simmons Park (Picnic Shelter).
- School Group outing (end of June) at Fishboat Bay
- Wedding at Fishboat Bay (August)

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

The Commission recommended changes to its Fees and Charges Schedules at its meeting of April 27, 2021. The CRD Board adopted amendment Bylaw No. 4440 at its meeting of July 14, 2021. Bylaw No. 4440 incorporates the Commission’s requested changes. New fees and charges effective September 1, 2021.

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