



Making a difference...together

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, September 28, 2021, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), V. Braunschweig, B. Croteau, 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, 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 Croteau, **SECONDED** by Commissioner Gaston that the agenda be approved. **CARRIED**

2. Adoption of the Minutes of June 22, 2021

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Croteau that the minutes from the meeting of June 22, 2021 be adopted. **CARRIED**

3. Chair's Report

The Chair spoke to the Commission's advisory role and authority as delegated by Bylaw No. 3763 to provide support and advice as community volunteers to staff and to make recommendations on the statutory park requirements to the CRD Board through the Juan de Fuca Land Use Committee.

Through the Chair, staff confirmed that:

- Bylaw No. 3763 outlines that Commission meetings are to be open to the public
- the Commission is able to schedule Committee of the Whole meetings
- items for Commission consideration can be added agenda through the Chair in advance of the meeting or added to the agenda at a meeting
- operational and procedural questions can be directed to staff

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 safety plan contract was signed March 16, 2021
- the notice to downstream property owners has been issued
- a plan for short-term emergency remedial work has gone to tender
- local land owners have been contacted to secure permission to access private property during remediation
- discussions with the engineering contractor and Dam Safety Office (DSO) have indicated that remedial works done this fall may be sufficient to safe guard the facility without doing additional costly work next year
- DSO has yet to provide a determination

Don Closson responded to questions from the Commission advising that construction of a 4 m spillway as opposed to 2 m spillway may eliminate the need to expend the anticipated \$70,000 required for full decommissioning. It was further advised that additional tree work will be done by the CRD on adjacent private property, as required.

Seagirt Ponds Community Park

- decommissioning of the unauthorized trail has occurred
- planting of vegetation will occur later in the fall when conditions are better for transplanting
- a Qualified Environmental Professional 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
- 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 Agreement

- the maintenance access agreement between the CRD, the JdF EA and the land owner is no longer moving forward at this time
- a survey company has been contacted to survey the correct location of the SRW through Lot 177 prior to any trail creation along that portion of the trail connector to the Matterhorn

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

- work has now been completed with good reviews from the public
- a request was received for installation of a small storage shed to house equipment associated with the tennis court and pickleball courts
- a small gravel pad has been created to house the shed with a suitable lock

Kemp Lake Fishing Dock

Don Closson provided an update on the dock since its reinstatement on June 3, 2021 advising that dock has been subsequently removed at the directive of the Regional Director in response to ongoing compliance issues at the dock location. Don Closson advised that relocating the dock on Kemp Lake at Chubb Road is under consideration and outlined items for consideration including compliance actions.

Commission comments included:

- the two initial public consultation processes indicated that there is strong support for the dock being located on Kemp Lake
- substantial time and funds were expended to position a dock at Manatu Road
- water levels at Chubb Road vary more than at Manatu Road
- a longer dock can be anticipated at Chubb Road
- residential density is less at Chubb Road
- Freshwater Fisheries Society of BC paid for the dock
- Kemp Lake is a public lake
- some issues related to compliance can be anticipated at any public park
- the community of Otter Point wants a dock on Kemp Lake
- the boat launch and CRD installed improvements (garbage can, picnic table, porta-potty pad, improved parking) will remain in place at Manatu Road
- relocation provides opportunity to consider options for improved compatibility measures for fishing and swimming

Community Parks Strategic Plan Update

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

Further to comment made at the June meeting, a Commissioner stated support for access to a drone as opposed to purchase due to limited funds as means of viewing/inspecting park holdings.

William Simmons Trail Lift and Capping Project

- work will begin on reconstructing a portion of the Panama Rail Trail Park
- work 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
- project is scheduled for September 14 – 22

Port Renfrew Invasive Species Treatment

- a site visit was held August 19, 2021 with the contractor hired to conduct the invasive species treatment (herbicide) on several parcels in and around Lot 6
- 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

Port Renfrew Bench Request

- a request has been received for a memorial bench donation at Lot 64
- bench has been contracted out for construction and should be complete in late October with installation in the spring of 2022
- concrete pad was poured by park staff in August

Recreation Programs

- the Nia Dance program has resumed operation
- renewal of the Nia Dance and Karate contracts for 2022 are under review
- contractors who expressed interest in providing meditation and yoga prior to COVID-19 have been contacted to determine interest in providing programs in 2022

Coppermine Park CWF Application

An application has been submitted to the Community Works Fund program for tennis court improvements including:

- resurfacing the tennis court with asphalt
- applying coloured skid resistant coating to delineate tennis from pickleball
- installing two pickleball courts with posts and nets
- installing a new basketball hoop moved to back of court location
- installing a new tennis net
- line painting

The budget for this work is set at \$65,000. An Invitation to Quote and site visit will occur by the end of September with work anticipated to take place in the spring of 2022.

Coppermine Park

Works since June have included:

- removing of old horseshoe pit cribbing that was no longer in use and was presenting metal rebar that was a safety concern
- painting the wooden structure portions of the playground
- replacing the bridge replacing with metal railing
- painting a hopscotch pattern

Auxiliary Staff

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

The Commission forwarded positive comment regarding the parks crew's work this season.

Port Renfrew Community Hall

Don Closson outlined hall bookings and maintenance works since the June meeting.

A Commissioner forwarded positive comment regarding the completed maintenance works.

Park Use Permits

Don Closson outlined park permits since the June meeting

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

The CRD Board adopted amendment Bylaw No. 4440 at its meeting of July 14, 2021. Bylaw No. 4440 incorporates the Commission's requested changes.

6. 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

The Chair asked that this item remain noted on the agenda.

7. Next Meeting

October 26, 2021

8. Adjournment

At this time, the Chair asked that members consider in-person attendance at upcoming meetings, if possible.

The meeting adjourned at 4:47 pm.

Sid Jorna, Chair

Wendy Miller, Recorder