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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **October 26, 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 September 28, 2021
3. Chair's Report
4. Director's Report
5. Staff Report
 - a) Staff News
6. Correspondence
 - a) Sheringham Point Lighthouse Preservation Society – Sheringham Point Community Trail Porta Potty
7. New Business
 - a) 2022 Provisional Budget Review
8. 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
9. Next Meeting: November 23, 2021
10. 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, 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 (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 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



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**STAFF REPORT TO THE
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION
MEETING OF TUESDAY, OCTOBER 26, 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 October 18, 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. The report is expected October 20, 2021
- 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 – there appears to be some concern that this funding may not become available due to the fact that no new infrastructure will be created or other capital amenity.
- Determining the cost for the emergency works to be complete fall 2021. A call has gone out the contracting community for interest. Once a list of interested contractors is received, a site visit will be held in early November where additional information about the project will be shared.

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. Native vegetation was provided to the Friends of Seagirt Ponds for planting as of October 6, 2021.

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). As of October 15 the Manager had not received the QEP report.

Staff are creating a map for the recently installed information shelter which will show the trail network and natural features of the park. The Manager is working with Regional Parks to determine a finished product.

Priest Cabin Access

The access agreement between the CRD, the JdF EA and the landowner below Priest Cabin (Lot 26) has again been introduced for discussion and remains with CRD Real Estate. It remains that there are significant hurdles to overcome such as the fact that 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. The Manager had not received the survey as of October 15, 2021.

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

Sheringham Point Community Park

At the request of the Sheringham Point Lighthouse Society, the CRD JdF EA is considering installing a portable toilet at the lower parking lot of the Sheringham Point Trail.

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

No update as of October 15, 2021

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 was posted to the CRD website and BCbid website for the consulting community.

An information phone call is scheduled for October 25 to answer questions coming from those consultants interested in bidding on this project

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.

This project is now complete.

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
- An Invitation to Quote has been send out to potential contractors with a submission date of October 29, 2021.

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

Auxiliary Staff

Auxiliary staff terms have now concluded.

Port Renfrew Community Hall

The hall has been rented (October 27) to Island Health for the purpose of a flu and COVID-19 vaccination clinic.

2022 Budget Review

At its meeting of October 13, 2021 the Electoral Areas Committee (EAC) considered the 2022 Electoral Area budgets including the Community Parks and Community Recreation budgets.

On October 27, 2021, the CRD Board, sitting as a Committee of the Whole, will meet to review the 2022 Provisional Budget.

The Commission's bylaw, Bylaw No. 3763, directs that the Commission recommend approval of its budgets annually.

The Community Parks and Community Recreation budgets are provided for review and recommendation under New Business.

Submitted by:	Don Closson, Manager, Parks and Recreation, Juan de Fuca Electoral Area
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From: [REDACTED]
To: dclossen@crd.bc.ca
Cc: [directorjdf](#); [Wendy Miller](#)
Subject: Porta Potty for Sheringham Point Trail & Sheringham Pt Lighthouse
Date: Thursday, October 07, 2021 8:17:44 AM
Importance: High

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Hello Don,

Mike Hicks copied you on his reply to me regarding my request for assistance in paying for a porta potty for the Sheringham Point Trail and Sheringham Point Lighthouse, saying that JDF Parks is paying for a couple in other locations for 4 – 6 months a year.

There is a real need for a washroom facility for the trail and LH, as there are many locals and visitors to both throughout the year, and with the increasing numbers, we are noticing that people are often going into the bushes because there isn't a facility available. We would like to avoid this if possible as it's both unsightly and unsanitary, not to mention a problem for volunteers to clean up.

We would appreciate any help you can give us to put a unit in the lower parking lot. We would prepare a base for it at our expense. If the JDF Parks and Rec Commission would pay for 6 months rental, the Society would cover the remainder, and that would be a huge help and benefit for both the trail and the LH.

I am copying Wendy Miller and requesting that she provide this request to the JDF Parks and Recreation Commission.

My phone number is [REDACTED], if you or the Commission would like to discuss this request further.

Thank you for your assistance. I look forward to hearing from you.

Terri Alcock
Vice President
Sheringham Point Lighthouse Preservation Society

CAPITAL REGIONAL DISTRICT

2022 Budget

EA - Community Parks (JDF)

EAC REVIEW

OCTOBER 2021

Service: 1.405 JDF EA Community Parks & Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

To acquire, develop, operate and maintain community parks in the JDF Electoral Area.
(Letters Patent - August 28, 1975).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for the Juan de Fuca Electoral Area. The services provide for ocean and lake beach/foreshore access, trails, right-of-ways, easements, playgrounds, sports fields, a tennis court and skate park.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

Greater of \$227,173 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$329,590.
(Bylaw 4087, Amend bylaw 245, March, 2016)

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.
Original establishment Bylaw for this commission Dec 2004.

AUTHORITY:

Requires written approval of electoral area Director. Participating electoral areas must be designated by bylaw.

FUNDING:

Requisition

1.405 - EA - Community Parks (JDF)

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries & Wages	96,264	75,480	97,316	-	-	97,316	99,349	101,428	103,554	105,718
Contract for Services	20,340	28,796	20,750	-	-	20,750	21,170	21,590	22,020	22,460
Vehicles	5,090	14,894	5,190	-	-	5,190	5,290	5,400	5,510	5,620
Supplies	8,140	9,410	8,300	-	-	8,300	8,470	8,640	8,810	8,990
Allocations	30,109	30,109	31,365	-	-	31,365	31,995	32,635	33,286	33,949
Other Operating Expenses	18,150	17,231	11,170	-	-	11,170	11,410	11,650	11,890	12,140
TOTAL OPERATING COSTS	178,093	175,920	174,091	-	-	174,091	177,684	181,343	185,070	188,877
*Percentage Increase over prior year						-2.2%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,000	16,383	12,000	-	-	12,000	12,000	12,000	12,000	12,000
Transfer to Equipment Replacement Fund	8,000	8,000	8,000	-	-	8,000	8,000	8,000	8,000	8,000
TOTAL CAPITAL / RESERVES	20,000	24,383	20,000	-	-	20,000	20,000	20,000	20,000	20,000
TOTAL COSTS	198,093	200,303	194,091	-	-	194,091	197,684	201,343	205,070	208,877
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(268)	(268)	(270)	-	-	(270)	(280)	(270)	(280)	(290)
Provincial Grants-Safe Restart	(7,140)	(7,140)	-	-	-	-	-	-	-	-
Revenue - Other	(510)	(2,720)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
TOTAL REVENUE	(7,918)	(10,128)	(790)	-	-	(790)	(810)	(810)	(830)	(850)
REQUISITION	(190,175)	(190,175)	(193,301)	-	-	(193,301)	(196,874)	(200,533)	(204,240)	(208,027)
*Percentage increase over prior year Requisition						1.6%	1.8%	1.9%	1.8%	1.9%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	0.42	0.42	0.42			0.42	0.42	0.42	0.42	0.42

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.405	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	JDF EA Community Parks & Recre:							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
Engineered Structures	S	\$30,000	\$215,000	\$0	\$0	\$0	\$0	\$215,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$80,000	\$265,000	\$50,000	\$0	\$0	\$0	\$315,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$80,000	\$265,000	\$50,000	\$0	\$0	\$0	\$315,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$80,000	\$265,000	\$50,000	\$0	\$0	\$0	\$315,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</p>	<p>Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure Type Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p> <p>Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility</p> <p>If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>	
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design, used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.</p>	

Service #: 1.405

Service Name: JDF EA Community Parks & Recreation

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	New	Wieland Trail	Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route.	\$100,000	L	Grant	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
21-02	New	Carpenter Road Park - Dam Remediation	Remediation of Carpenter Rd earthen dam. Work subject to professional report findings.	\$80,000	S	Grant	\$30,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000
22-01	New	Coppermine - Tennis Court Resurfacing	Resurfacing of the existing tennis court with the addition of basketball backboards, line painting, fence repair, tennis backboard, new nets, pickleball	\$65,000	S	Grant	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
22-02	New	Chubb Rd - Dock Installation	Install dock system at Chubb Rd on Kemp Lake	\$50,000	S	Grant	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
22-03	New	Community Planning	Creation of a long term strategic plan for JDF EA	\$40,000	S	Grant	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
GRAND TOTAL				\$335,000			\$80,000	\$265,000	\$50,000	\$0	\$0	\$0	\$315,000

EA - Community Parks (JDF)
 Reserve Summary Schedule
 2022 - 2026 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Capital Reserve Fund	604,273	616,273	628,273	640,273	652,273	664,273
Equipment Replacement Fund	109,650	117,650	125,650	133,650	141,650	149,650
Total	713,924	733,924	753,924	773,924	793,924	813,924

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Capital Reserve Fund - Bylaw 1133

Pursuant to Section 686 of the Municipal Act the Regional District may, by by-law approved by the Minister of Municipal Affairs, dispose of any portion of land dedicated to the Public for the purpose of a park by subdivision plan deposited in the Land Titles Office, and provide that the proceeds shall be placed in a reserve fund for the purpose of acquiring other lands suitable for park purposes within the Sooke Electoral Area.

Reserve Cash Flow

Fund: Fund Centre:	1034 101378	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		586,733	604,273	616,273	628,273	640,273	652,273
Transfer from Ops Budget		12,000	12,000	12,000	12,000	12,000	12,000
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income*		5,540					
Ending Balance \$		604,273	616,273	628,273	640,273	652,273	664,273

Assumptions/Background:

\$100,000 was received from Orveas Bay Subdivision in 2011.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Equipment Replacement Fund

ERF Group: JDFEAPRK.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 102158	Estimated	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		101,650	109,650	117,650	125,650	133,650	141,650
Transfer from Parks Ops Budget		8,000	8,000	8,000	8,000	8,000	8,000
Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		109,650	117,650	125,650	133,650	141,650	149,650

Assumptions/Background:

Transfers limited by maximum requisition level. Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2022 Budget

EA - Community Recreation (JDF)

EAC REVIEW

OCTOBER 2021

Service: 1.408 JDF EA Community Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

Supplementary Letters Patent - October 3, 1975, established to provide recreational programs in the JDF Electoral Area.

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs for the Juan de Fuca Electoral Area.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

\$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$115,765.

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.
Original establishment Bylaw for this commission Dec 2004.

FUNDING:

Requisition

1.408 - EA - Community Recreation (JDF)	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries & Wages	43,722	43,632	44,214	-	-	44,214	45,132	46,082	47,043	48,026
Recreation Programs	15,000	15,000	14,300	-	-	14,300	14,590	14,880	15,180	15,480
Maintenance	4,070	1,770	4,150	-	-	4,150	4,230	4,310	4,400	4,490
Utilities & fuel	6,100	6,640	6,220	-	-	6,220	6,340	6,460	6,590	6,720
Supplies	910	250	930	-	-	930	950	970	990	1,010
Allocations	11,424	11,424	12,584	-	-	12,584	12,837	13,095	13,360	13,631
Other Operating Expenses	7,300	3,780	7,730	-	-	7,730	7,940	8,150	8,370	8,600
TOTAL OPERATING COSTS	88,526	82,496	90,128	-	-	90,128	92,019	93,947	95,933	97,957
*Percentage Increase over prior year						1.8%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	10,164	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	10,164	-	-	-	-	-	-	-	-
TOTAL COSTS	88,526	92,660	90,128	-	-	90,128	92,019	93,947	95,933	97,957
<u>FUNDING SOURCES (REVENUE)</u>										
Provincial Grant	(3,982)	(3,982)	-	-	-	-	-	-	-	-
Rentals	(16,018)	(20,142)	(20,400)	-	-	(20,400)	(20,810)	(21,230)	(21,650)	(22,080)
Revenue - Other	(216)	(226)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	(20,216)	(24,350)	(20,620)	-	-	(20,620)	(21,030)	(21,450)	(21,870)	(22,300)
REQUISITION	(68,310)	(68,310)	(69,508)	-	-	(69,508)	(70,989)	(72,497)	(74,063)	(75,657)
*Percentage increase over prior year Requisition						1.8%	2.1%	2.1%	2.2%	2.2%
AUTHORIZED POSITIONS										
Salaried FTE	0.18	0.18	0.18			0.18	0.18	0.18	0.18	0.18