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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, October 26, 2021, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), V. Braunschweig (EP), B. Croteau (EP), K. Lewis (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, J. Gaston, S. McAndrews
PUBLIC: 0

EP – Electronic Participation

The meeting was called to order at 3:00 pm.

1. Approval of the Agenda

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Croteau that the agenda be approved. **CARRIED**

2. Adoption of the Minutes of September 28, 2021

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Croteau that the minutes from the meeting of September 28, 2021 be adopted, as amended. **CARRIED**

3. Chair's Report

No report.

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 the initiative to update the bylaw for the Commission.

The Chair asked that staff provide an outline of requested changes at the next meeting.

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 report regarding emergency works has yet to be received
- Community Works Funds (CWF) may not be available as no new infrastructure or capital amenity will be created as part of the project
- it appears that a smaller spillway may reduce the expenditures initially anticipated
- should the Dam Safety Office support the smaller spillway, CWF support may not be required
- site visit with interested contractors to be held in November

Seagirt Ponds Community Park

- native plantings have been purchased and provided to the Friends of Seagirt Ponds
- an Qualified Environmental Professional has submitted a report regarding the potential impacts of constructing a short trail to a bench location which will create a viewing location for the second pond
- mapping for the recently installed information shelter is with Regional Parks

Priest Cabin Access Agreement

- the maintenance access agreement between the CRD, the JdF EA and the land owner has been rekindled
- a survey has been completed for the statutory right-of-way (SRW) through Lot 177 which provides the trail connector to the Matterhorn

The Chair noted that vegetation is starting to grown back on the surrounding clear cut lands and that the SRW requires clearing.

Sheringham Point Community Park

Don Closson directed attention to the letter received from the Sheringham Lighthouse Society, as circulated with the agenda, requesting a portable toilet at the lower parking lot.

Don Closson reported that:

- the Regional Director supports the request as there are no washroom facilities at the lighthouse
- portable toilets have been in high demand during COVID-19 and supply has been an issue
- the Regional Director has supported use of COVID-19 relief funds to supply portable toilets in the JdF
- delivery date and servicing duration yet to be determined

The Commission forwarded positive comment regarding this initiative as it will provide a service to residents and visitors.

Kemp Lake Fishing Dock

Don Closson responded to questions from the Commission advising that funds have been transferred to the capital budget to consider relocation of the dock in 2022 and that there may be opportunity for public consultation regarding this initiative to be considered as part of the Community Parks Strategic Plan review.

Community Parks Strategic Plan Update

- the Request for Proposal is now available on BC Bid and on the CRD website
- an information meeting was held with interested contractors on October 25, 2021 with proposals due in November
- the successful contractor, working with the project team, will be reaching out to each geographic area in the JdF and to various stakeholders including the Commission
- consultation framework will not be known until proposals are reviewed

The Chair stated that Commission members act as the communities' representatives and, as such, the Commission should be central to the review process as the primary stakeholder.

The Commission provided positive comment regarding staff's regular updates as time is required for Commissioners to communicate information and garner interest from community groups and residents.

William Simmons Trail Lift and Capping Project

This project is now complete.

Coppermine Park CWF Application

An Invitation to Quote for paving the court surface has been sent out to potential contractors with a submission date of October 29, 2021.

A quote for the line painting and colour texturizing has already been received.

It appears that CRD JdF EA has sufficient funds to complete the project in 2022.

Auxiliary Staff

Auxiliary staff terms have now concluded.

Port Renfrew Community Hall

Don Closson outlined hall bookings since the last meeting.

The Commission forwarded support for receiving monthly updates on park permits and hall rentals.

6. Correspondence

a) Sheringham Point Lighthouse Preservation Society – Sheringham Point Community Trail Porta Potty

Discussed under Staff News.

7. New Business

a) 2022 Provisional Budget Review

Don Closson report that:

- 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

Don Closson directed attention to the Community Parks (405) and Community Recreation (408) budgets as included in the agenda package.

Don Closson responded to questions from the Commission advising that:

- the allocations noted under operating costs are the funds allocated for internal support services from other CRD departments and contributions towards the JdF building in Otter Point
- demand for vehicles has increased during COVID-19 as many employers have stipulated that vehicles are to be limited to one person
- one rental vehicle is required to accommodate the parks crew
- vehicle rental fees have increased with increased demand and lack of supply

- the 5 Year Capital Plan reflects projects that will require grant funding
- land holdings and maintenance costs continue to increase

The Chair directed attention to the park land reserve fund and stated support for regular review of the funds available for future park land acquisition.

Don Closson confirmed that Regional Parks considers the cost of making a property safe when considering future park land acquisitions.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner McKay that the Commission recommend approval of the Community Parks budget and the Community Recreation budget, as presented.

CARRIED

8. 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

Don Closson reported that the Ministry of Transportation and Infrastructure concluded that there was no illegal tree cutting.

Item struck from the agenda.

9. Next Meeting

November 23, 2021

10. Adjournment

At this time, the Chair asked that December adjournment be considered at the November meeting and that staff solicit Commission interest in attending the annual appreciation dinner.

The meeting adjourned at 4:11 pm.

Sid Jorna, Chair

Wendy Miller, Recorder