



Making a difference...together

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

Notice of Meeting on Tuesday, **January 25, 2022 at 3 pm**

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

---

### AGENDA

1. Elections
2. Approval of Agenda
3. Adoption of Minutes of November 23, 2021
4. Chair's Report
5. Director's Report
6. Staff Report
  - a) Staff News
7. Unfinished Business
  - a) Community Parks Strategic Plan Update
  - b) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
8. Next Meeting: February 22, 2022
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.*



Making a difference...together

**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, November 23, 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), J. Gaston,  
S. McAndrews, S. McKay (EP)  
**Staff:** D. Closson, Manager, Juan de Fuca Community Parks and Recreation;  
W. Miller, Recorder (EP)  
**ABSENT:** Director M. Hicks, K. Lewis, P. Sloan  
**PUBLIC:** 0

EP – Electronic Participation

The meeting was called to order at 3:03 pm.

**1. Approval of the Agenda**

**MOVED** by Commissioner Gaston, **SECONDED** by Commissioner Croteau that the agenda be approved, as amended, to add Admiral’s Forest under New Business. **CARRIED**

**2. Adoption of the Minutes of October 26, 2021**

**MOVED** by Commissioner Croteau, **SECONDED** by Commissioner Gaston that the minutes from the meeting of October 26, 2021 be adopted. **CARRIED**

**3. Chair’s Report**

No report.

**4. Director’s Report**

No report.

**5. Staff Reports**

**a) Staff News**

**Bylaw No. 3763 Amendment**

CRD Legal Services confirmed on November 4, 2021 that an amendment to Bylaw No. 3763 is not proceeding at this time.

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner McAndrews that consideration of an amendment to Bylaw No. 3763 be struck from the agenda.

**CARRIED**

**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:

- prescription for the engineered works was received November 5, 2021
- a Section 11 Permit to conduct works in and about a stream/water body still needs to be obtained
- regular staff contact at the provincial Water Protection Group, the Ministry of Forests, Lands and Natural Resource Operations (FLNRO), is leaving the position of Dam Safety Officer

- proposed works have been referred internally by FLNRO to address First Nation consultation
- Community Works Fund (CWF) funding has been declined
- CRD Risk has confirmed a contribution of \$7,000 which will supplement the \$10,000 identified by the JdF EA budget
- remedial revegetation plan still needs to be received
- site visits with contractors for required emergency works conducted
- cost for the emergency works still to be determined
- quotes for this work due December 10

Don Closson responded to questions from the Commission advising that:

- at this time, the Dam Safety Office continues to support emergency works as opposed to full decommissioning of the dam
- culvert and spillway continued to function well during the recent rain storms
- dam continues to be inspected twice a month

#### **Seagirt Ponds Community Park**

- native plantings will be planted by the Friends of Seagirt Ponds in the spring
- JdF Community Planning has accepted the report submitted by an Qualified Environmental Professional regarding the potential impacts of constructing a short trail to a bench location which will create a viewing location for the second pond
- trail works, including a boardwalk, scheduled for 2022
- mapping for the recently installed information shelter is with Regional Parks

#### **Priest Cabin Access Agreement**

- no updates since the October meeting
- work along the statutory right-of-way through Lot 177 to the Matterhorn access scheduled for 2022

#### **Sheringham Point Community Park**

Don Closson reported that a portable toilet was placed at the lower parking lot on November 4, 2021 in response to the request from the Sheringham Point Lighthouse Preservation Society

Don Closson responded to questions from the Commission advising that seasonal toilets have been removed from Fishboat Bay, William Simmons and Wigglesworth. Year-round toilets remain in place at Coppermine and Kemp Lake. COVID-19 Safe Restart funding has been utilized to support increased washroom facility demands including placement of portable toilets at Muir Beach and Port Renfrew.

#### **Kemp Lake Fishing Dock**

No update since the October meeting.

#### **Community Parks Strategic Plan Update**

- the contract has been awarded
- intent is to have the contractor under contract for January 2022

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

- newly capped trail and trail held up well during the recent rain storms
- other trails within the park will require repair in spring 2022

**Coppermine Park CWF Application**

- identified works scheduled for spring 2022
- existing tennis court will not be removed
- existing court will be resurfaced
- resurfacing will address drainage

**2022 Budget Review**

- the Commission recommended approval of its 2022 budgets on October 26, 2021
- the CRD Board approved the 2022 Provisional Budget on October 27, 2021

**6. New Business**

**a) Admiral's Forest**

The Chair reported on long-standing community interest in acquiring the property locally known as the Admiral's Forest. It was reported that the subject property and the adjacent property may be listed for sale. The Chair spoke to the properties' natural features and connectivity opportunities and overall increase in community need for more park land.

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner Croteau that the Commission send a letter to the Regional Parks Committee to urge consideration to acquiring the lands for park. **CARRIED**

**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.

**8. Next Meeting**

January 25, 2022

**9. Adjournment**

The meeting adjourned at 4:09 pm.

---

Sid Jorna, Chair

---

Wendy Miller, Recorder



Making a difference...together

**STAFF REPORT TO THE  
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION  
MEETING OF TUESDAY, JANUARY 25, 2022**

---

**SUBJECT:** Staff News

**ISSUE:** Information

**Carpenter Road Dam Remediation/Safety Report**

A contract was signed March 16, 2021.

Information collected by the contractor indicated that this dam may have some downstream impacts, if it were to fail. The contractor 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 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 2022. Funding for this work will be available through the CRD Risk and Insurance program.

Cost \$40, 609

Work involved:

- A prescription has been developed 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

Update/outstanding items:

- Downstream property owners have been notified of the potential safety hazard.
- Prescription for the engineered works. The report was received November 05, 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.
- Community Works Fund (CWF) funding has been declined. It is hoped that the CRD Risk and Insurance Program can assist in funding this work.

Ongoing efforts:

- Twice monthly inspections
- Securing funding to complete the works identified 2022

### **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. No planting had occurred as of January 10, 2022. The Manager will work with the Seagirt Ponds Society to ensure that this work proceeds.

A Qualified Environmental Professional (QEP) has been engaged to produce a report that speaks to the potential impacts of constructing a short trail leading to a bench and 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). The report was received October 25, 2021 and is currently being modified and then will be considered for acceptance by the JdF Planning staff for acceptance.

Staff are creating a map for the recently installed information shelter that 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 maintenance access agreement between the CRD and the landowner below Priest Cabin (Lot 26) has again been re-introduced for discussion and remains with CRD Real Estate.

The trail from Cedar Coast Road to Priest Cabin Park is temporarily closed while its location within the statutory right-of-way is confirmed.

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 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 received the survey report November 01, 2021.

Work on the trail will be completed in the spring of 2022 along with appropriate signage and trail map. The Manager will meet with local land owner adjacent to the planned trail work (SRW) to discuss any concerns they may have.

### **Sheringham Point Community Park**

Several trees have been reported across the trail and have been removed.

There may be required improvements to an existing footbridge along the trail in 2022 where deficiencies have been identified.

### **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 Road.

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 Road
- 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 January 10, 2022

**Community Parks Strategic Plan Update**

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

A Request for Proposal (RFP) was posted to the CRD website and BC Bid website for the consulting community. An information meeting was held October 25, 2021 with interested contractors to answer any questions regarding the RPF and plan creation process. The RFP quote submissions were due November 15, 2021 for consideration by the CRD JdF EA project team.

A preliminary evaluation was conducted of the three RFP proposals submitted. The potential winning submission contractor has been contacted as of December 15, 2021. A contract has been generated and is proceeding through the CRD contract approval process. The intent is to have the contractor under contract for January 2022, minor changes have been required

**Coppermine Park CWF Application**

The Manager applied and received 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
- A contractor has been hired to remove the existing “boards” around the tennis court prior to the resurfacing project. The boards will be inspected for condition and numbered for reassembly. There may be a requirement for painting and replacement of some portions of the boards. This will likely be done by summer parks staff.

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 winning quote for the paving portion of this project was \$35,990
- This creates a project cost of \$56, 833
- This allows for contingency of \$8,167 for other required work such as removal and reconditioning of the “boards” surrounding the tennis court (no quote has been determined for this work as of November 17, 2021)

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

**Admiral’s Forest Properties**

Further to the motion made at the November 23, 2021 meeting, a letter was sent to the Regional Parks Committee under the Chair’s signature regarding considering the properties for acquisition.

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