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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **February 22, 2022 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 January 25, 2022
3. Chair's Report
4. Director's Report
5. Presentation
 - a) Ryan Schwartz, Schwartz Consulting Ltd. - Community Parks and Recreation Strategic Plan Update
6. Staff Report
 - a) Staff News
7. Unfinished Business
 - a) Community Parks and Recreation Strategic Plan Update
 - b) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
8. Next Meeting: March 22, 2022
9. Adjournment



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, January 25, 2022, 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), P. Sloan (EP)
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
W. Miller, Recorder (EP)
ABSENT: Director M. Hicks
PUBLIC: 0

EP – Electronic Participation

The meeting was called to order at 3:04 pm.

1. Elections

Don Closson called for nominations for the position of Chair of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for 2022 and Commissioner Jorna's name was put forward. Don Closson called two additional times for further nominations and, as there were none, Commissioner Jorna was acclaimed Chair.

The Chair called for nominations for the position of Vice Chair of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for 2022 and Commissioner Braunschweig's name was put forward. The Chair called two additional times for further nominations and, as there were none, Commissioner Braunschweig was acclaimed Vice Chair.

2. Approval of the Agenda

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

3. Adoption of the Minutes of November 23, 2021

MOVED by Commissioner McAndrews, **SECONDED** by Commissioner Croteau that the minutes from the meeting of November 23, 2021 be adopted. **CARRIED**

4. Chair's Report

The Chair welcomed everyone to the meeting and highlighted items that will be considered by the Commission in 2022 including the Community Parks Strategic Plan.

5. Director's Report

No report.

6. Staff Reports

a) Staff News

At this time, Don Closson reported that the Juan de Fuca Community Parks and Recreation Program now falls under the Juan de Fuca Local Area Services division.

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:

- a Section 11 Permit to conduct works in and about a stream/water body still needs to be obtained
- remedial revegetation plan still needs to be received
- the Dam Safety Office (DSO) has approved remediation works being scheduled in the dry season
- funding sources for full cost for the emergency works still to be determined

Don Closson responded to questions from the Commission advising that:

- the DSO 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
- an amended 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 has been received and is with JdF Community Planning for acceptance
- trail works, including a boardwalk, scheduled for 2022
- mapping for the recently installed information shelter is with Regional Parks

Don Closson responded to a question from the Commission confirming that he will contact the Friends of Seagirt Ponds to discuss works scheduled for 2022 and potential resources available to assist with this project.

Priest Cabin Access Agreement

- maintenance access agreement between the CRD and the landowner below Priest Cabin (Lot 26) 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
- work along the statutory right-of-way through Lot 177 to the Matterhorn access scheduled for 2022

Don Closson responded to the question from the Commission reporting that options are being explored to support re-opening of the trail.

Sheringham Point Community Park

- several downed trees have been removed from the trail
- some improvements to an existing footbridge may be required in 2022

Don Closson responded to questions from the Commission reporting that:

- the footbridge had not been constructed for use by horses
- the covenant secured at the time the trail was established will be reviewed prior to any trail improvements
- signage will be reviewed at the time that the bridge is improved
- funding from the Community Works Fund program may be required

Kemp Lake Fishing Dock

Don Closson outlined the items required to consider relocating the dock facility at the Chubb Road location including obtaining support for the relocation from the Freshwater Fisheries Society of BC.

Don Closson responded to questions from the Commission advising that:

- there may be opportunity for public consultation regarding this initiative to be considered as part of the Community Parks and Recreation Strategic Plan review
- the Compliance Action Plan (CAP) for the Manatu Road location was developed to address unauthorized and inappropriate activities
- the CAP can continue at the new location, if required

Community Parks Strategic Plan Update

Don Closson advised that:

- JdF Community Parks and Recreation and Regional Parks are working collaboratively to coordinate engagement with First Nations as both divisions are undergoing processes to update their strategic documents
- the project contractor toured park holdings/land interests
- in preparation for the upcoming review, the contractor has been working with Corporate Communications regarding CRD processes and engagement tools including the Bang the Table platform
- the contractor will be presenting at the February meeting

The Chair asked staff to circulate resources for review in advance of the February meeting.

Coppermine Park CWF Application

- contractor anticipated to remove court boards in February
- improvement works scheduled for spring 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.

7. Unfinished Business

a) Community Parks Strategic Plan Update

Discussed under Staff News.

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

Discussed under Staff News.

8. Next Meeting

February 22, 2022

9. Adjournment

At this time, Commission comment was forwarded thanking staff for arranging the annual appreciation dinner in December.

The meeting adjourned at 4:13 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, FEBRAURY 22, 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

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

A Qualified Environmental Professional (QEP) has produced 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).

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 in the spring of 2022.

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, 2021) 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 with the Manager to investigate.

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 to run from May until the Labour Day long weekend.

Work to be done to relocate dock facility at the potential Chubb Road location:

- License of Occupation with the Crown
- Water License with the Crown
- The Crown land tenure process requires a letter of support from a governing body to demonstrate agreement/support for the application. A motion from the Commission is requested to document support for this initiative.
- 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

Outline Motion:

That the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission supports an application to obtain a licence of occupation from the Crown for the purposes of constructing a fishing dock on Kemp Lake at the end of Chubb Road in Otter Point.

Community Parks Strategic Plan Update

The contract with Schwartz Consulting was signed in early January. The Manager and consultant toured the JdF EA on January 24 to visit various parks and facilities.

The Manager is working with Regional Parks on the First Nations engagement requirement for this plan.

The consultant has received permission to use the CRD’s electronic survey and public consultation tool, “Bang the Table” and is working on creating a list of survey questions to review with CRD Corporate Communications.

The Manager has provided information on stakeholders and provided direction on various topics to be addressed in the plan.

The consultant will address the Commission at its February meeting.

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.

Butler Road Park

A local residents group has approached the Manager with a desire to enhance the “corner lot” at Butler Road and Otter Point Road. Preliminary discussions have occurred. Some of the improvements/requirements that have been discussed are:

- Reforestation and or revegetation
- Installation of a sign
- Creation of a plan to bring to the Commission for requesting support for the project
- Possible funding options
- Request public input through the Strategic Plan process

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| Submitted by: | Don Closson, Manager, Parks and Recreation, Juan de Fuca Electoral Area |
| Concurrence: | Iain Lawrence, MCIP, RPP, Senior Manager, Juan de Fuca Local Area Services |