

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **March 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 February 22, 2022
3. Chair's Report
4. Director's Report
5. Commissioner Reports
6. Staff Report
 - a) Staff News
7. Correspondence
 - a) Marlene Barry - Restoration of Parkland at Butler Road and Otter Point Road
8. New Business
 - a) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw
9. Unfinished Business
 - a) Community Parks and Recreation Strategic Plan Update
 - b) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
10. Next Meeting: April 26, 2022
11. Adjournment



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, February 22, 2022, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), V. Braunschweig, 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, B. Croteau
PUBLIC: 0

EP – Electronic Participation

The meeting was called to order at 3:01 pm.

1. Approval of the Agenda

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the agenda be approved, as amended to permit comment regarding the tennis court project at Coppermine Park. **CARRIED**

2. Adoption of the Minutes of January 25, 2022

MOVED by Commissioner McAndrews, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of January 25, 2022 be adopted. **CARRIED**

3. Chair's Report

The Chair welcomed Ryan Schwartz, Schwartz Consulting Ltd. to the meeting.

The Chair requested that a standing item be added to the agenda to allow Commissioners to introduce items brought forward from the communities.

4. Director's Report

No report.

5. Presentation

a) Ryan Schwartz, Schwartz Consulting Ltd. – Community Parks and Recreation Strategic Plan Update

Ryan Schwartz provided background information on his experience working with different levels of government to develop strategic plans and policies with a focus on park and recreation.

Ryan Schwartz provided an overview of the timeline, tasks and consultation opportunities associated with development of the Community Parks and Recreation Strategic Plan and advised that today's discussion will focus on top of mind comments from the membership and identification of potential stakeholders.

At this time, the Chair received comments/stakeholder information from the membership.

Ryan Schwartz reported that the provided information will be reviewed against the information previously provided by staff and that he will be proceeding with one-on-one interviews with members and that further presentations will be made to the Commission as the plan develops over the next six months.

6. Staff Reports

a) Staff News

Carpenter Road Dam Remediation/Safety Report

No update since the January meeting.

Seagirt Ponds Community Park

No update since the January meeting.

Priest Cabin Access Agreement

Don Closson reported that he:

- contacted CRD Real Estate to relay the Commission's interest in entering into an agreement with the landowner of Lot 26 to support re-opening of a trail to the park
- he recently walked the statutory right-of-way through Lot 177
- he will be contacting the owner of Lot 177 to meet on site to review planned trail work

Sheringham Point Community Park

- several downed trees have been removed from the trail
- further review is required to determine improvements that may be required for an existing footbridge
- horses are permitted on the trail

Kemp Lake Fishing Dock

Don Closson reported that 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.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner McKay 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.

CARRIED

Community Parks Strategic Plan Update

Further to the presentation made by Ryan Schwartz, the Commission stated support for future presentations being considered at a Special Meeting to allow for regular business to be considered at the monthly scheduled meeting.

Coppermine Park CWF Application

Don Closson reported that the existing court boards are scheduled to be removed March 1 – 4.

Further to the request made at the start of the meeting, the Chair solicited comment on the project.

A Commissioner reported that the court will accommodate tennis, basketball and pickleball. The court configuration will not allow all uses at the same time. It was

questioned if the pickleball court could be moved to support multi-use of the court. It was further questioned if the existing storage shed could be utilized as a concession.

Don Closson reported that:

- a concession was not considered as part of the scope of work for the CWF application
- the basketball hoop will be relocated
- pickleball nets can be moved to accommodate different uses
- pickleball nets can be stored in the existing storage shed
- it is anticipated that court improvements will see an increase in use
- depending on demand, a schedule may be needed to allocate time for the different uses
- the scope of work cannot be revised at this time
- functionality of the court configuration can be reviewed one year after the improvements are completed

Butler Road Park

Don Closson reported that he was approached by a local residents group regarding opportunity to enhance vacant park land located at Butler Road and Otter Point Road. It was reported that the group has been asked to provide a plan to the Commission for consideration. The group has been advised that the proposed improvements can be considered as part of the Strategic Plan update.

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

March 22, 2022

9. Adjournment

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, MARCH 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.

No update

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.

The Manager has contacted the land owner of Lot 177 to schedule a meeting to discuss location of the SRW and any possible implications of trail construction. A date has not been determined as of March 01, 2022. Work on the trail will be completed in the spring of 2022 along with appropriate signage and trail map.

Sheringham Point Community Park

Several trees were reported across the trail. Trees removed February 25, 2022.

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.

The Commission passed a motion on February 22, 2022 indicating support for an application to obtain a licence of occupation from the Crown for the purposes of constructing fishing document on Kemp Lake at the end of Chubb Road.

The CWF application has been notionally approved by the UBCM. A full suite of documentation regarding the project must now be created and submitted for approval.

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
- 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
- Confirm CWF funding to complete purchase of additional dock structure and other required works

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, 2022 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.

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. Work scheduled for March 1-4, 2022. 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. The cost for board removal is approximately \$1,000-\$1,500.
- The contractor has been notified that the project can start any time after mid-March.

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. A project proposal/plan was received February 15, 2022:

Some of the improvements/requirements that have been discussed are:

- Reforestation and or revegetation
- Installation of a sign
- Possible funding options
- Request public input through the Strategic Plan process
- Create a site plan showing area for remediation, location of picnic table, etc
- Possibly moving the “bus stop” to this area
- Use cedar split rail fencing to show access options and beautify the area
- Work with local volunteer groups for planting and soil remediation

One-Time Community Event Support

In accordance with the Commission’s recreation funding guidelines, a total of \$600 has been allocated to support the Friends of Coppermine Park Society’s Easter event on April 16, 2022.

2022 Budget Review

On March 16, 2022, the CRD Board approved the 2022 Electoral Area Budget Electoral Area budgets including the Community Parks and Community Recreation budgets.

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

Each year the Commission is asked to forward a recommendation to the CRD Board regarding its fee schedules for the upcoming year.

Current fee schedules are attached (amendment Bylaw No. 4440).

The fee schedules were last changed in 2021 when the Commission resolved to:

- add a permit fee for children’s parties (Schedule D)
- clarify that the clean-up fee is \$25.00 per hour (Schedule E)

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

SCHEDULE “D”**JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION
FEES AND CHARGES****Effective September 1, 2021****Special Events or Activities**

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (Subject to applicable tax)
For events or activities such as a festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators.	\$ 30.00/permit
Frequent Users:5 or more events/year	\$ 120.00/permit
For children’s parties.	\$30.00/permit
For private event such as weddings or birthdays with 10 or more participants.	\$ 100.00/permit

SCHEDULE “E”**PORT RENFREW COMMUNITY RECREATION CENTRE
FEES AND CHARGES****Effective September 1, 2021**

Dance Hall (Subject to applicable tax)	
Events up to 100 people	\$ 200.00 day/night
Events with greater than 100 people	Negotiated
Set-up Fee	\$ 50.00
Clean-up Fee (minimum 4 hours)	\$ 25.00/hr
Damage deposit – events up to 100 people	\$100.00
Damage deposit – events greater than 100 people	\$ 500.00
Meeting Room (Subject to applicable tax)	
Rate per hour (4 hour minimum)	\$ 25.00/hr
Fee for use of kitchen	\$ 50.00
Offices (Subject to applicable tax)	
Monthly lease	Negotiated

February 15th, 2022

Restoration of Parkland at the Corner of Butler Road and Otter Point Road

Submitted by Marlene Barry, Otter Point Resident, in conjunction with feedback from area residents.

This proposal is for approximately 880 square meters of parkland at the corner of Butler Road and Otter Point Road. The corner has been denuded and degraded from its natural state over the decade since it was dedicated as parkland. Otter Point Community Restoration is a collective of local residents proposing to restore native vegetation to this area, with some man-made infrastructure.

The project will be undertaken with direction from CRD Parks. Costs will be minimal since it is anticipated that much material and labour will be donated. Should suitable granting opportunities arise we will submit applications as well. The project is proposed to mature with the plantings and so will extend over years.

History: The subdivision named "The Woods" in Otter Point is bounded by Young Lake Road on the east and the BC Hydro corridor on the north. The area subdivided is opposite William Simmons Park on Otter Point Road. It was developed in the first decade of the century by 3L Developments. Here is an extract from advertising for this development:

"3 L Developments has dedicated 21% of the community to parkland, protecting streams and wetlands and creating trails that link to nearby parks. We're working with the Sooke Salmon Enhancement Society to enlarge a pond and improve the fish habitat. We're also working with the Juan de Fuca Trail Society to construct an extensive hiking, biking and equestrian trail network, so residents can walk more and drive less."

Winter of 2022: Most of the 21% parkland mentioned is more suitable to conservation and protection of the riparian areas than to recreational park use. A perimeter trail is established and well used by the community. A section of the Butler Trail crosses parkland, following the steep edge of the watercourse at the corner of Butler Road and Otter Point Road. The triangle of parkland bounded by this trail section, Otter Point Road, and Butler Road is the area proposed for restoration. It is approximately 880 square meters, without considering the road allowance.

In its present state, there are large boulders placed along the road allowances to deter vehicle traffic. The area was used for storage during the recent upgrades to Otter Point Road. It has been left as a flat, cleared area, with a course surface, seeded in grass. This is an improvement from the broom and blackberry covered area that it has been, though no where ideal. The area is maintained in as much as it is mowed. Parks maintenance has undertaken to prevent invasive species from establishing.

Local residents have created a FaceBook page “Otter Point Community Restoration”. There are currently 26 members. People are already potting up native plants from their yards in preparation, looking into sources for mulch and seedlings, and funding sources. One volunteer is ready to work with school children and another is willing bring his skills to the project as he is taking courses in Restoration of Natural Systems at UVic.

<https://www.uvic.ca/socialsciences/environmental/restoration/index.php>

This project has great potential to bring community members together to learn more about native plants and area restoration. This project, and possibly others like it, will enhance community engagement in CRD Parks planning and development.

Initially, we will look to planting around the rock boarder as they will provide a little bit of shade and retain some moisture underneath. No tall bushes or trees will be planted near the intersection.

Taking lessons from Suzanne Simard’s book “Finding the Mother Tree” we will want to plant both native deciduous and coniferous trees and heavily mulch in the ground and above. We are also interested in ‘The Miyawaki Method’ of tree planting density to encourage upward growth. <https://daily.jstor.org/the-miyawaki-method-a-better-way-to-build-forests/>

Suggestions put forward include:

- creating a feature in or near the centre of the land with logs and stumps, filled over with soil and then planted. The first year this would be covered in a heavy layer of mulch to deter weeds.
- One or more picnic tables along the side of the trail
- A maze type trail through the centre of the park with native plants and bushes on either side.
- This is a large, barren piece of land and it will take a few years to completely ‘fill’ the park with plants. Successive plantings will mostly take place November through February to give the plants the best chance to recover somewhat before the summer drought.
- We have a volunteer willing to paint a wooden sign for the project. Suggested wording
“Otter Point Community Restoration Project (FB Symbol)
Check us out on FB or contact CRD Parks”
- petitioning BC Transit to move the bus stop to in front of the park

Appendix A

Jobs/Tasks

1. We have a volunteer who will connect the schools to see which ones have a nature program so we can prep the soil and get the kids to plant trees when we are ready.
2. A person to graft up the site plan and create a grid pattern for plotting plantings and stages.
3. A volunteer to phone all of the tree trimming services that work in our area to see if they would be willing to drop off truckloads of mulch periodically.
4. One person to be the designated contact person with Don Closson, CRD Parks, to give periodic updates and bring forth our 'asks' so we are not inundating him.
5. Volunteers to do plant salvaging, digging, remediating and planting.
6. Wooden sign to catch the attention of other residents who might like to be involved, for the duration of the project.
7. Figure out a watering plan for the dry summer season. We understand that several people in the Otter Point area have access to the closest water station. Perhaps we can connect with them to have a water truck help during the summer. Does CRD Parks have a portable water system?

Supplies offered by community members, to date:

- A heavy picnic table
- Cedar split rails for fences (CRD Parks has some as well)
- Large logs, stumps to create a raised feature, if desired
- composted horse manure
- Possibly some mature trees from CRD Parks and seedlings of both coniferous and deciduous trees..
- CRD Parks has committed to mowing the site and controlling invasive species as long as is necessary.

Phases for planting/restoration:

Phase 1: (present to 2025)

- Map and measure area, identify pathways, etc.
- Remove invasive species from ditches and perimeter of the subject property.
- Fencing
- Soil preparation
- Initial plantings and mulching
- apply for additional funding as needed

Phase 2: (2025 – 2028)

- As soil amendment takes effect and initial plantings progress, new plantings and understory plants become possible.

Appendix B – List of Potential plants to create a balanced and healthy habitat

Western Hemlock	<i>Tsuga heterophylla</i>
Douglas Fir	<i>Pseudotsuga menziesii</i>
Grand Fir	<i>Abies grandis</i>
Sitka Spruce	<i>Picea sitchensis</i>
Western Redcedar	<i>Thuja plicata</i>
Red Alder	<i>Alnus rubra</i>
Bigleaf Maple	<i>Acer macrophyllum</i>
Bitter Cherry	<i>Prunus emarginata</i>
Arbutus	<i>Arbutus menziesii</i>
Garry Oak	<i>Quercus garryana</i>
Oregon Ash	<i>Fraxinus latifolia</i>
Western Flowering Dogwood	<i>Cornus muttallii</i>
Salal	<i>Gaultheria shallon</i>
Red Huckleberry	<i>Vaccinium parvifolium</i>
Evergreen Huckleberry	<i>Vaccinium ovatum</i>
Kinnikinnick	<i>Arctostaphylos uva-ursi</i>
Twinflower	<i>Linnaea borealis</i>
Black Twinberry	<i>Lonicera involucrate</i>
Western Trumpet Honeysuckle	<i>Lonicera ciliosa</i>
Red Elderberry	<i>Sambucus racemose</i>
Common Snowberry	<i>Symphoricarpos albus</i>
Oceanspray	<i>Holodiscus discolor</i>
Sitka Mountain-Ash	<i>Sorbus sitchensis</i>
Saskatoon	<i>Amelanchier alnifolia</i>
Indian-plum	<i>Oemleria cerasiformis</i>
Black Hawthorn	<i>Crataegus douglasii</i>
Pacific Ninebark	<i>Physocarpus capitatus</i>
Baldhip Rose	<i>Rosa Gymnocarpa</i>
Nootka Rose	<i>Rosa Nukana</i>
Salmonberry	<i>Rubus spectabilis</i>
Black Raspberry	<i>Rubus leucodermis</i>
Thimbleberry	<i>Rubus parviflorus</i>
Hardhack	<i>Spiraea douglasii</i>
Black Goosberry	<i>Ribes lacustre</i>
Sticky Currant	<i>Ribes viscosissimum</i>
Trailing Black Currant	<i>Ribes laxiflorum</i>
Red Osier Dogwood	<i>Cornus stolonifera</i>
Dull Oregon-Grape	<i>Mahonia mervosa</i>
Mock-Orange	<i>Philadelphus lewisii</i>
False Lily of the Valley	<i>Maianthemum dilatatum</i>
White Fawn Lily	<i>Erythronium oregonum</i>
Hookers Onion	<i>Allium acuminatum</i>
Nodding Onion	<i>Allium cernuum</i>

Common camas	Camassai quamash
Tiger Lily	Lillium columbianum
Rattlesnake Plantain	Goodyera oblongifolia
Miner's Lettuce	Claytonia perfoliata
Broad-leaved stonecrop	Sedum spathulifolium
Oregon Stonecrop	Sedum oreganum
Smooth Alumroot	Heuchera glabra
Small-flowered Alumroot	Heuchera micranta
Fringecup	Tellima grandiflora
Red Columbine	Aquilegia Formosa
Goat's Beard	Aruncus dioicus
Fireweed	Epilobium angustifolium
Pink wintergreen	Pyrola asarifolia
Self-Heal	Prunella vulgaris
Common Red Paintbrush	Castilleja miniata
Yarrow	Achillea millefolium
Douglas Aster	Aster subspicatus
Canada goldenrod	Solidago candensis
Vanilla-Leaf	Achlys triphyllia
Pacific bleeding heart	Dicentra Formosa
Sea Blush	Plectritis congesta
Dear Fern	Blechnum spicant
Sword Fern	Polystichum aunitum
Lady Fern	Athruium filix-femina
Goldenback Fern	Pityrogramma triangularis
Licorice Fern	Polypodium glyceyrrhiza