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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **June 28, 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 Meeting Minutes of May 24, 2022
3. Adoption of Special Meeting Minutes of May 24, 2022
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Report
8. Unfinished Business
 - a) Community Parks and Recreation Strategic Plan Update
 - b) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
9. Motion to Close the Meeting
 - a) That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the *Community Charter*
10. Rise and Report
11. Next Meeting: To be Determined
12. Adjournment



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, May 24, 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, P. Sloan
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation
(EP); Iain Lawrence, Senior Manager, Juan de Fuca Local Area Services
W. Miller, Recorder
ABSENT: Director M. Hicks
OTHER: R. Schwartz, Schwartz Consulting Ltd.
PUBLIC: 0

EP – Electronic Participation

The meeting was called to order at 3:02 pm.

1. Approval of the Agenda

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the agenda be approved. **CARRIED**

2. Adoption of the Minutes of April 26, 2022

MOVED by Commissioner McKay, **SECONDED** by Commissioner McAndrews that the minutes from the meeting of April 26, 2022 be adopted. **CARRIED**

3. Chair's Report

No report.

4. Director's Report

No report.

5. Commissioner Reports

East Sooke – Owl's Nest Place Bylaw Contravention

Concern was relayed on behalf of the Friends of Seagirt Ponds Society regarding a soil deposit, land alteration and unauthorized use in the Owl's Nest Place subdivision. The Society is concerned as the subdivision area drains into Seagirt Ponds Park and is requesting a response regarding recourse and mitigation.

Iain Lawrence spoke to the wildlife corridor covenant registered on the subject lots and held by the CRD. It was confirmed that the bylaw contravention is an active file with CRD Bylaw Enforcement and that he will follow up with the Society.

East Sooke – Seagirt Ponds Planting/Trespass Trails

Native plantings provided by the Parks Program were planted by a work party on May 17, 2022. On that date, two new trespass trails were discovered. Staff is aware of the trespass.

6. Staff Reports

a) Staff News

No report.

7. Unfinished Business

a) Community Parks Strategic Plan Update

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

8. Motion to Close the Meeting

MOVED by Commissioner Gaston, **SECONDED** by Commissioner Sloan that the meeting be closed in accordance with the *Community Charter*, Part 4, Division 3, Section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

The closed meeting commenced at 3:17 pm.

9. Rise and Report

The Commission rose from the closed meeting at 3:30 pm without report.

10. Next Meeting

June 28, 2022

11. Adjournment

The meeting adjourned at 3:30 pm.

Sid Jorna, Chair

Wendy Miller, Recorder



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**Minutes of a Special Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, May 24, 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, P. Sloan
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation
(EP); Iain Lawrence, Senior Manager, Juan de Fuca Local Area Services
W. Miller, Recorder
ABSENT: Director M. Hicks
OTHER: R. Schwartz, Schwartz Consulting Ltd.
PUBLIC: 0

EP – Electronic Participation

The meeting was called to order at 3:30 pm.

1. Approval of the Agenda

MOVED by Commissioner McAndrews, **SECONDED** by Commissioner Gaston that the agenda be approved. **CARRIED**

2. Special Meeting Matter

a) Community Parks and Recreation Strategic Plan Update

Ryan Schwartz advised that he is starting to prepare the structure of the draft Strategic Plan. Ryan Schwartz directed attention to the workbook that was circulated to Commission in advance of the meeting which pose nine questions for consideration by the membership. Feedback will assist with identifying priority actions.

Iain Lawrence left the meeting at 3:35 pm.

Ryan Schwartz facilitated roundtable discussion.

Ryan Schwartz closed by advising that the draft will be presented to the Commission for further comment and that the draft will be posted to the CRD website to allow for further feedback from the public.

3. Next Meeting

June 28, 2022

4. Adjournment

The meeting adjourned at 4:55 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, JUNE 28, 2022**

SUBJECT: Staff News

ISSUE: Information

Carpenter Road Dam Remediation

A quote was obtained in November for dam decommission and remediation through a selective invite procurement process.

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 Parks and Recreation Capital Reserve account.

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 Dam Safety Office (DSO) will grant emergency approval for Section 11 Permits or absolve us from holding one due to the “emergency nature” of this project.
- Received 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.
- There have been no concerns raised by local First Nations regarding this project.

Ongoing efforts:

- Monthly inspections
- Determine timing of remediation project (July or August)
- Working with the DSO to finalize local residents consultation process

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 report provided feedback and possible mitigation needs for planned trail repairs in two locations requiring approximately 25 meters of boardwalk (both sections are wet areas).

The Manager conducted a site visit with maintenance staff to discuss implementation of the projects identified for Seagirt Ponds for 2022:

- Trail and bench
- Boardwalk on portion of trail
- Split rail fencing to reinforce “closed area” for remediation
- The Seagirt Ponds Society has now planted the native plant stock purchased in 2021
- Yellow Flag Iris (invasive species) remediation work – the parks crew has enrolled in a Yellow Flag Iris treatment workshop on June 14, 2022

Priest Cabin Access

The CRD and landowner have finalized an agreement to allow public access through Lot 26 to the Priest Cabin Park access trail and to allow maintenance staff road access to Priest Cabin Park.

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 received a survey report November 01, 2021. Work is to begin in cutting out a connecting trail between Priest Cabin and the Matterhorn SRW.

Kemp Lake Fishing Dock – Chubb Road Location

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

- License of Occupation with the Crown – underway
- Water License with the Crown – underway
- Remove and dispose of the existing dock at Chubb Road – to be done
- Determine if a “Public Consultation” process is required – to be done
- Determine if parking needs to be enhanced – underway
- Confirm CWF funding to complete purchase of additional dock structure and other required works – underway

Community Parks Strategic Plan Update

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

Updated information will be provided to First Nations and follow-up meetings are planned for further discussion. As a result of initial contact, three First Nations requested and participated in engagement sessions.

The consultant is planning to report out to the Commission once the draft plan is available for feedback. This will likely be a special meeting of the JdFEA Parks and Recreation Advisory Commission.

Coppermine Park CWF Application

The Manager applied and received CWF funding to perform improvements at the Coppermine tennis court.

The paving portion of the project is complete as of May 26, 2022. The installation of nets and basketball hoop infrastructure (in-ground sleeves) has also been completed. The surfacing and lining of the court cannot be completed until the asphalt has cured for 30 days.

The Manager does not plan to reinstall the “hockey boards” due to feedback received from the public.

Butler Road Park

A local residents group 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 and underway are:

- Reforestation and or revegetation – started in May of 2022
- Installation of a sign – no sign will be implemented
- Possible funding options – the Manager planning to apply for Community Works Funding to assist with park improvement (Picnic Table, Bench, Split Rail fencing, additional vegetation)
- 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

The Park – Port Renfrew

At the request of the Director the Manager has engaged with local residents of Port Renfrew to revitalize the playground at “The Park” in Port Renfrew. The Director has given his support for this project and the Manager has engaged with two playground equipment supply companies to draft up design options for replacement of dilapidated playground equipment.

The Director has suggested a notional budget of \$150,000.

As this location is known archeological site, the local First Nation will have to be engaged to assist with decommissioning of old equipment and installation of new equipment.

A local volunteer group has offered to remove and dispose the existing old equipment. Security fencing will be required to safeguard the location once the project begins.

This project is slated to begin in 2023.

Wieland Road Trail Project

The Manager has started preparation of the Wieland Road Trail project. This project consists of trail construction from the end of the existing Wieland Road Trail at the Sooke Business Park to Kemp Lake Road. Approximately 2.0 km.

Elements of the Project:

- Survey existing Wieland Road allowance (unconstructed road dedication)
- Finalize CWF documents to allow for approved budget/funding
- The project is on the 2022 Capital Plan for \$50,000
- This will likely be a multi-year project
- Obtain authority to occupy the “missing portion” of the Wieland Road allowance
- Obtain quotes for mini-excavator costs
- Develop a “construction plan” for the trail consisting of trail location, culverts, bridges, signage, access points, surfacing material
- A License of Occupation exists with the Ministry of Transportation and Infrastructure

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