



Making a difference...together

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

Notice of Meeting on Tuesday, **September 27, 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 June 28, 2022
3. Chair's Report
4. Director's Report
5. Commissioner Reports
6. Staff Report
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: October 25, 2022
9. Adjournment



Making a difference...together

**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, June 28, 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, P. Sloan  
**Staff:** D. Closson, Manager, Juan de Fuca Community Parks and Recreation;  
W. Miller, Recorder  
**ABSENT:** B. Croteau, Director M. Hicks  
**PUBLIC:** 0

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

**1. Approval of the Agenda**

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

**2. Adoption of the Minutes of May 24, 2022**

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner McAndrews that the minutes from the meeting of May 24, 2022 be adopted as amended. **CARRIED**

**3. Adoption of the Special Meeting Minutes of May 24, 2022**

**MOVED** by Commissioner McAndrews, **SECONDED** by Commissioner McKay that the minutes from the special meeting of May 24, 2022 be adopted. **CARRIED**

**4. Chair's Report**

The Chair reported that he has been receiving inquiries regarding decommissioning of the dam at Carpenter Road Park.

**5. Director's Report**

No report.

**6. Commissioner Reports**

East Sooke – Seagirt Ponds Planting/Trespass Trails  
Native plantings as planted on May 17, 2022 are doing well.

East Sooke – Owl's Nest Place Bylaw Contravention  
A Commissioner read aloud an email dated June 28, 2022 circulated to various CRD contacts including JdF Community Planning and Bylaw Enforcement from the Seagirt Ponds Preservation Society regarding continued concerns 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 Community Park.

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner Gaston that verbal submission of the letter be accepted. **CARRIED**

Don Closson reported that a soil permit application (SP000106) has been submitted for the subject property along with a geotechnical report.

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner Gaston that a letter under the Chair's signature be sent to JdF Community Planning and to Bylaw Enforcement requesting information in response to the Commission's concerns related to the possible negative impacts to Seagirt Ponds Community Park. **CARRIED**

## 7. Staff Reports

### a) Staff News

#### **Carpenter Road Dam Remediation/Safety Report**

- notice of dam decommissioning has been issued to adjacent property owners and signage advising of the decommission has been installed, at the request of the provincial Dam Safety Office (DSO)
- feedback has been received in response to the notice of dam decommissioning with one site visit performed with a resident
- contract for decommissioning work is with the contractor for signature

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

- split rail and signage will be installed to address the new trespass trails
- machine work is not anticipated as part of the works identified for 2022
- matting is being sourced for Yellow Flag Iris removal
- Yellow Flag Iris removal to be scheduled when the rain subsides and the ground dries

#### **Priest Cabin Access**

- the agreement to allow for public access and maintenance access through Lot 26 has been finalized
- the CRD website has been updated to reflect that the public access has been reopened
- split rail will be installed to better define the public access trail entrance
- an application for Community Works Funds (CWF) is under review to support establishment of the trail along the right-of-way through Lot 177 to the Matterhorn
- the trail work to the Matterhorn is identified for 2023

#### **Kemp Lake Fishing Dock – Chubb Road Location**

- CWF application has been approved
- License of Occupation and Water License with the Province still underway
- feedback from the strategic plan survey indicates strong support for access to water
- a swim ladder is not being considered for the dock
- there is no life guard requirement associated with installation of the dock

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

- First Nation engagement letters have been sent
- a special meeting will be arranged for presentation of the strategic plan draft

#### **Coppermine Park CWF Application**

- court line painting still pending

**Butler Road Park**

- a CWF application will be submitted to support the improvements initiated by the local residents group

**The Park – Port Renfrew**

- a CWF application will be submitted to support playground equipment
- should the application be approved, work would be identified for 2023
- the successful vendor would be expected to design and install improvements

Don Closson responded to a question from the Commission advising that strategic plan will provide an approach for reviewing and making recommendations on improvement requests received from residents.

**Wieland Road Trail Project**

- invitation to quote for survey work has been issued
- one proposal received which provides a cost for staking and flagging and a cost for topographical data

The Chair questioned if there is an expiry date associated with the License of Occupation held with the Ministry of Transportation and Infrastructure that permits access over the unconstructed road dedication.

**8. Unfinished Business**

**a) Community Parks Strategic Plan Update**

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

**9. Motion to Close the Meeting**

**MOVED** by Commissioner McKay, **SECONDED** by Commissioner McAndrews 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 4:29 pm.

**10. Rise and Report**

The Commission rose from the closed meeting at 4:45 pm without report.

**11. Next Meeting**

The Commission will adjourn for the months of July and August, unless there is a pressing matter.

The next regular meeting is scheduled for September 27, 2022.

**12. Adjournment**

The meeting adjourned at 4:51 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, SEPTEMBER 27, 2022**

---

**SUBJECT:** Staff News

**ISSUE:** Information

**Carpenter Road Dam Remediation**

Considerable work was done to allow the Province to permit the project to proceed which involved local resident notification. This was done in June and July of 2022. Several local residents were concerned that the project was unwarranted and that minor hand tool work would solve the problem. The Manager met with several residents and shared the reports that outlined the Dam Condition Assessment and the Proposed De-Commission Plans. A further on-site meeting was held with local residents with the engineer and biologist in attendance.

It was explained that the Province had determined that specific orders were required that would dictate how the dam was monitored, managed and brought into compliance. The engineer and biologist explained that this project would in the long run benefit the local wetland area and mitigate the public safety concerns. This treatment would eliminate future requirements for inspections monitoring and maintenance.

The Province provided the order to allow for the partial decommissioning to proceed.

An on-site pre-work meeting with the contractor was held on August 19, 2022.

The machinery portion of the project began on August 22, 2022 and was completed on August 26, 2022.

The Manager has been sourcing native plants to remediate the disturbed area. Willow stakes used for revegetation were cut in William Simmons Park for planting at the site. It is planned to have the planting completed by the end of September or as soon as there is sufficient ground moisture.

Cost: \$44,558	Decommissioning
\$2,500	Vegetation Remediation

**Seagirt Ponds Community Park**

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

- Trail and bench
  - the trail portion of this request is complete as is the concrete pad for the bench
  - the Manager has contacted the Seagirt Ponds Preservation Society regarding donation of the memorial bench
- Boardwalk on portion of trail
  - Completed on August 22, 2022
- Split rail fencing to reinforce the closed area for remediation
  - Completed July 15, 2022

- Additional cedar trees were planted and caged on the unauthorized trail location July 06, 2022
- Yellow Flag Iris (invasive species) remediation work
  - the parks crew completed a Yellow Flag Iris treatment workshop on June 14, 2022
  - benthic fabric has been purchased and the on ground work is planned for September 2022

### **Priest Cabin Access**

The access trail is open for public use under a 3 year agreement with the landowner.

The Manager has requested a Community Works Fund (CWF) grant to complete the trail construction and connection. This work is scheduled for 2023. The surveyed right-of-way connector was deemed too hazardous for staff to work in and will be completed by tree service contractors.

### **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 a fishing dock 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 has been 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 – a site visit was held with the Ministry of Transportation and Infrastructure on August 24, 2022
- 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 – \$50,000 approved June 13, 2022

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

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

The draft Strategic Plan was sent to Commission members for review August 26, 2022.

The consultant presented the draft Strategic Plan at a special meeting of the Commission on September 14, 2022.

### **Coppermine Park Tennis Court Resurfacing 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 line painting and surfacing of the court for pickleball and tennis was completed July 06, 2022

The Manager does not plan to reinstall the “hockey boards” due to feedback received from the public. The surplus wood (plywood and 2x4’s) was given to CRD Regional Parks (50%) and CRD JdF Emergency Program (50%).

### **Coppermine Park Playground Replacement CWF Application**

The Manager has applied for CWF funding to replace the playground equipment at Coppermine Park.

### **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 – under discussion
- Possible funding options – the Manager has applied for a CWF grant 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

A local volunteer engagement workshop was held at this location August 31, 2022. This event included:

- Pot-luck social
- Making split rails for split rail fencing
- Plant identification
- Soil assessment

### **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.

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.

The Director has agreed to fund a connector trail at Lot 64 near the tennis court. This will include:

- A trail that connects the tennis court to the marina trail
- Define the Lot 64 boundary and possible fencing
- Removal of debris
- Define the parking lot area at the tennis court

This project has a notional budget of \$50,000. A CWF grant has been applied for.

This project is slated to begin in 2023.

### **Admiral's Forest**

Acquisition has concluded and the property is under the administration of the JdFEA Parks and Recreation Advisory Commission effective September 9, 2022.

A news release was made available on that date to notify the general public that this purchase has been made.

The Manager has initiated a CWF application for 2023 to conduct upgrade efforts and post signage to make this property available to the public.

### **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)
- CWF grant funding deemed as eligible and funding was approved August 30, 2022
- The project is on the 2022 and 2023 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
- Quotes for mini-excavator costs have been obtained but will need to be done again for 2023
- 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, Juan de Fuca Electoral Area Parks and Recreation
Concurrence:	Iain Lawrence, MCIP, RPP, Senior Manager, Juan de Fuca Local Area Services