

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **March 28, 2023, at 3 pm**

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

AGENDA

1. Territorial Acknowledgement
2. Approval of Agenda
3. Adoption of Meeting Minutes of February 28, 2023
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Report
 - a) Staff News
8. New Business
 - a) Intensive Recreation Park Maintenance
 - b) Request for Wind Phone – William Simmons Memorial Park
 - c) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges
9. Unfinished Business
 - a) Community Parks and Recreation Strategic Plan Update
10. Next Meeting: April 25, 2023
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 28, 2023, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), V. Braunschweig, C. Lacroix (EP), S. McAndrews, S. McKay,
Director A. Wickheim
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
W. Miller, Recorder
ABSENT: B. Croteau, P. Sloan
PUBLIC: 1

EP – Electronic Participation

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

1. Territorial Acknowledgement

The Chair provided a Territorial Acknowledgement.

2. Approval of the Agenda

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

3. Adoption of Minutes from the Meeting of January 24, 2023

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner McAndrews that the minutes from the meeting of January 24, 2023, be adopted. **CARRIED**

4. Chair's Report

The Chair welcomed everyone to the meeting.

5. Director's Report

The Director provided positive comment regarding recent improvements made at Seagirt Ponds Park.

6. Delegation

a) Shandelle Conrad – Copper Mine Park Playground Equipment

- would like improvements to include equipment for preschool children as well as for school aged children as the playground is regularly used by children under the age of five
- supports residents being given opportunity to review and comment on designs being considered by the Commission
- supports residents being able to access piped water by arrangement for recreational purposes, should the irrigation system be repaired

7. Commissioner Reports

East Sooke – Coppermine Park
Damaged pickleball net has been reported to staff.

East Sooke – Seagirt Ponds
Seagirt Ponds Preservation Society has returned to offering monthly talks. There has been recent tree fall damage at the park.

Don Closson stated that tree damage will be reviewed. It was requested that the Society continue to limit its holly management to pruning.

Shirley – Priest Cabin
A complaint has been received regarding an alleged incident of trespass onto private land.

Don Closson stated that improvements planned for this year will include directional signage for the park and for the statutory right-of-way connector.

At this time, the Chair requested that intensive recreation park maintenance be added as New Business to the March agenda.

8. Staff Reports

a) Staff News

Don Closson provided an overview of the report. Discussion ensued regarding the following items:

Kemp Lake Fishing Dock – Chubb Road Location

- foreshore improvements can proceed now that the License of Occupation has been granted
- occupation of the water surface can proceed once the Water License is granted
- a vehicle boat launch will not be provided at the Chubb Road location

Community Parks Strategic Plan Update

- updated plan which incorporates feedback received on the previous draft has been shared with Pacheedaht First Nation, T'Sou-ke First Nation and W̱SÁNEĆ Leadership Council

The Chair reported that an open house is scheduled for Thursday, March 2 at Edward Milne Community School regarding lands proposed for Te'mexw treaties.

Copper Mine Park

- deadline for quote submission for playground equipment is March 3

Commission discussion ensued regarding the pending quote for repair of the irrigation system and potential operating costs of providing access to water for recreational uses.

Butler Road Park

- initiative to move the bus stop rests with the local residents group

Office Compound Project

The Commission forwarded comment supporting consideration of motion or timed lighting.

2023 Staffing Requirements

- staffing interviews completed today
- hiring is done in accordance with the Collective Agreement

Wieland Road Trail Project

- Commission site visit to be arranged in the spring

9. New Business

a) Admiral's Forest – Development Plan

The Chair spoke to a draft map reflecting trail locations and measures, as submitted by a local volunteer group, advising that garbage needs to be removed and two trails require trimming.

Commission discussion ensued regarding wayfinding signage designs/locations and opportunity to organize volunteer work parties.

Don Closson confirmed that formal access remains under staff review.

10. Unfinished Business

a) Community Parks Strategic Plan Update

Discussed under Staff News.

11. Next Meeting

March 28, 2023

12. Adjournment

The meeting adjourned at 4:44 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 28, 2023**

SUBJECT: Staff News

ISSUE: Information

Carpenter Road Park

The Manager is continuing to conduct site monitoring at the dam location to determine if the remediation work is stable, associated with significant rainfall.

Priest Cabin Access

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

The Community Works Fund (CWF) grant for \$50,000 to complete the trail construction and connection has been approved. The funds will be available after March 2023. The surveyed statutory right-of-way (SRW) connector was deemed too hazardous for staff to work in and will be completed by tree service contractors.

There has been a report of downed trees at the cabin site and they pose no public safety issue currently and will be dealt with along with the clearing of the SRW.

Kemp Lake Fishing Dock – Chubb Road Location

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

- License of Occupation (LoO) with the Crown – executed LoO received February 22, 2023
- Water License with the Crown – underway – to be married with the LoO
- Remove and dispose of the existing dock at Chubb Road – quote to be gathered March 2023
- A quote for the required additional dock sections and shore ramp was received, \$35,000, a sole source letter has been approved to use New Wave Docks as the dock system provider
- Determine if parking needs to be enhanced – accepted by the Province and part of the LoO
- CWF funding to complete purchase of additional dock structure and other required works – \$50,000 approved
- Quote request for graveling of the parking area and removal of the exiting dock have been sent out to contractors with quotes due March 31, 2023
- A portable toilet has been requested and determining date for delivery

Community Parks Strategic Plan Update

The final draft was posted on “Bang the Table” on October 17, 2022, to allow those interested parties to comment on the draft. The comment period has now closed.

The Manager continues to work with the consultant on the First Nations engagement requirement for this plan. A meeting was held with Pacheedaht First Nation on December 07, 2022, where several agreed changes are to be made to the document.

A meeting is scheduled with Pacheedaht First Nation March 28, 2023, to discuss the changes made to the Strategic Plan stemming from their comments.

Copper Mine Park

The Manager applied for CWF funding to replace the playground equipment at Copper Mine Park. This funding was approved October 28, 2022, and the funds will be available in March 2023. Quote submissions received March 03, 2023, for playground equipment are being reviewed by staff.

The Manager has requested a quote to fully repair the irrigation system.

Blueprints of the irrigation system are being used to determine the location and condition of the various irrigation components. A quote regarding the costs for repair is forthcoming.

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 May 2022
- Riparian report requirements scheduled for spring 2023 for this project
- Installation of a sign – under discussion (draft sign designs have been shared with the residents group)
- The Manager received approval November 22, 2022, for the CWF grant to assist with park improvement (picnic table, bench, split rail fencing, additional vegetation) \$45,000
- Create a site plan showing area for remediation and park improvements
- The Manager met with a local contractor regarding construction of the picnic table
- 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

This project was approved October 27, 2022, and the funds will be available in March of 2023.

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. The Manager has scheduled a site visit with Pacheedaht First Nation on April 12, 2023, to review the playground and Lot 64 trail project and to request their support.

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 for 2023.

Lot 64 – Port Renfrew

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 budget of \$50,000. A CWF grant was approved September 23, 2022, and the funds will be available in March 2023.

Office Compound Project

Recent events have dictated that greater security would be beneficial at the CRD Juan de Fuca office location. It is intended to fence in a “parks compound” area to restrict illegal activity.

Two quotes for the project have been received. The project can commence once the C-Cans have been returned to their original position.

This project will be paid for using the capital reserve.

2023 Staffing Requirements

The Manager has started the staffing process for the 2023 season. The PW5 position has been filled with Blair Barrett being the successful candidate. The PW2 position has been advertised as an external posting.

Admiral’s Forest

The Manager initiated a CWF application for 2023 to conduct upgrade efforts and post signage to make this property available to the public. This project was approved November 01, 2022, and the funds will be available in March 2023.

Work has been done by local volunteers to measure trails and create a draft sign package. Mapping and proposed signage presented at the February 28, 2023, meeting.

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:

- The survey of existing Wieland Road allowance (unconstructed road dedication) - was completed November 28, 2022.
- Local contractor contacted to discuss the Riparian report requirements for this project, with a site visit with the Manager on November 22, 2022, permission to proceed has been granted. Preliminary maps and photos have been submitted. Report to follow.
- CWF grant funding was approved August 30, 2022.
- This will be a multi-year project.
- Obtain authority to occupy the missing portion of the Wieland Road allowance (now surveyed) - meeting with Ministry of Transportation and Infrastructure (MoTI) to add the missing portion to the Permit to Construct /License of Occupation. The Manager has met with MoTI and was informed that the current Permit to Construct will be moved to a License of Occupation document going forward. This will not interfere with trail construction plans this year.

- Quotes for mini-excavator costs have been obtained for 2023.
- Develop a construction plan for the trail consisting of trail location, culverts, bridges, signage, access points, surfacing material.

Request for Expressions of Interest/Promotion of Recreation Events and Contracts

The opportunity for contractors to receive support for delivery of recreation programs in the Juan de Fuca Electoral Area was advertised in the February 16, 2023, Sooke News Mirror and posted on the bulletin board at the Juan de Fuca Local Area Services Building. The recreation programs currently sponsored by the Commission continue to be advertised in SEAPARC’s program guides.

2023 Hiking Program - Juan de Fuca Community Trails Society

A total of \$800 has been allocated to support the Juan de Fuca Community Trails Society’s monthly guided hikes.

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. 4495).

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)

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| 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 |

SCHEDULE “D”**JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION
FEES AND CHARGES****Effective September 1, 2022****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, 2022**

| 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 |