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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **April 27, 2021 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 23, 2021
3. Chair's Report
4. Director's Report
5. Staff Report
 - a) Staff News
6. New Business
 - a) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw
7. Unfinished Business
 - a) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions
 - b) Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)
 - c) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
 - d) Park Management/Development Plans
8. Next Meeting: May 25, 2021
9. Adjournment

Please note that during the COVID-19 situation, the public may attend the meeting electronically through video or teleconference. Should you wish to attend, please contact us by email at jdfinfo@crd.bc.ca so that staff may forward meeting details. Written submissions continue to be accepted.



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, February 23, 2021, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair) (EP), V. Braunschweig (EP), B. Croteau, J. Gaston (EP),
K. Lewis (EP), S. McAndrews (EP), 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 3:00 pm.

1. Approval of the Agenda

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

2. Adoption of the Minutes of January 26, 2021

MOVED by Commissioner Sloan, **SECONDED** by Commissioner McKay that the minutes from the meeting of January 26, 2021, be adopted. **CARRIED**

3. Chair's Report

The Chair acknowledged the importance of public parks, noting the increased volume of park use due in part to COVID-19.

4. Director's Report

No report.

5. Staff Reports

a) Staff News

Bylaw No. 3763 Amendment

No update on the initiative to update the bylaw for the Commission. Don Closson advised that he will contact CRD Corporate Services regarding the status of the proposed amendment bylaw.

Carpenter Road Dam Inspection

The contract with Northwest Hydraulic Consultants Ltd. is with CRD Legal Services.

Possible Trespass at Seagirt Ponds Community Park

Further to the report of possible trespass initially relayed to the Commission at its September 22, 2020 meeting, Don Closson reported that:

- the adjacent landowner has submitted compensation of \$1000 for remedial works
- staff will work with the Seagirt Ponds Preservation Society to determine projects and areas for expenditure
- staff will oversee and approve all spending
- the adjacent private property has been surveyed by the landowner at the landowner's expense
- the adjacent landowner intends to construct a fence
- the unauthorized trail leads to private property
- staff will address the unauthorized trail and bridges and install signage, as required
- noting the size of the park and the conservation values of the park, the unauthorized trail is not considered an asset

Positive comment was forwarded by the Commission regarding staff's soft compliance approach to resolve this issue.

Priest Cabin Park

- the access agreement between the CRD, the JdF EA and the land owner is actively under review
- the owner of District Lot 177 will be contacted in the spring to discuss construction of a trail from Priest Cabin Park along the right-of-way through District Lot 177 to connect to what is referred to as the Matterhorn
- as reported at the January meeting, members of the public submitted concern about parking facilities at the trail head once Cedar Coast Road is opened to the public
- opening of Cedar Coast Road falls to the discretion of the Ministry of Transportation and Infrastructure (MoTI)

Port Renfrew Community Centre

Don Closson reported that the CRD Real Estate Program and the JdF Parks and Recreation Program are working with Island Health to secure the Port Renfrew Community Centre to provide COVID-19 vaccinations once available.

Don Closson responded to a question from the Commission, advising that the three EV stations are still in active use at the Community Centre. The MoTI, under its agreement with the CRD, is responsible for all EV electrical charges.

A Commissioner reported that installation of the EV stations has enhanced security at the building and that the stations do not restrict parking.

Sheringham Point Community Park

- a renewal Operating Agreement for the Sheringham Point Lighthouse Preservation Society was drafted as the current agreement expires April 2021
- under the agreement, the Society must maintain the private road and lower parking lot and lower parking lot signage/gate structures at its own expense
- in past, the Society has received funding support through the Community Works Fund program

- access to the private lighthouse lands has been restricted by the Society due to COVID-19
- the agreement language related to signage/gate structures was requested by the Society as there has been an increase in camping and dumping at the lower parking lot due to a decrease in visitations to the lighthouse
- opening and closing procedures for the gate would fall to the Society
- the agreement is with CRD Legal Services for finalization

Port Renfrew Tennis Court Resurfacing

- deadline for submission of a quote was February 15, 2021
- one quote was received
- the quote did not address the full scope of the project
- the quote addressed resurfacing/paving
- a separate company has been invited to quote for purchase and install of court amenities (tennis, pickleball and basketball) and line painting

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

Don Closson confirmed that detailed review of the Commission's current fees and charges and background information will be on the March meeting agenda.

2021 Maintenance Staff Hiring

Don Closson reported Kris Mutafov has been offered the PW2 position; Blair Barrett has been offered the PW5 position.

Don Closson responded to questions from the Commission advising that:

- the candidates are Regional Parks employees
- the JdF positions are term positions
- the JdF term positions allow existing CRD employees to gain experience working in senior positions with increased responsibilities
- the positions are union positions
- the term employees have opportunity to return to previously occupied positions

Coppermine Park Permit

Don Closson reported that:

- the park permit for use of the park from February 1 – 5, 2021 to host film crew vehicles went well
- a bus service was used to transfer the filming crew to the film site at the start and end of the working day, limiting vehicle ingress/egress
- the film company hired Trowell and Trimmer to aerate and fertilize the field
- a permit fee of \$500 a day was charged for use of the park
- revenue will be allocated to park operations
- dialogue continues with the Friends of Coppermine Park regarding the priorities presented at the January meeting
- the funds received for Seagirt Ponds will be used to remediate damaged areas caused by trespass/tree cutting
- permit fee revenue is applied across all community parks

6. Unfinished Business Continued

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

Discussed under Staff News.

b) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions

Discussed under Staff News.

c) Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)

Application remains active. No update.

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

Discussed under Staff News.

At this time, the Chair questioned the status of the development application (RZ000267) that intersects Wieland Road. Staff advised that the bylaws rezoning the property were adopted by the CRD Board on February 10, 2021. The statutory requirement for provision of park land and/or cash in lieu will be considered by the Commission at such time that the subdivision (SU000711) proceeds.

The Chair requested that Park Management/Development Plans be added to Unfinished Business to continue the discussion started at the January meeting.

7. Next Meeting

March 23, 2021

8. Adjournment

The meeting adjourned at 4:20 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, APRIL 27, 2021**

SUBJECT: Staff News

ISSUE: Information

Bylaw No. 3763 Amendment

The Director requested that the bylaw for the Commission, Bylaw No. 3763, be amended to reflect desired changes to the operation/structure of the Commission. Work was done by JdF Community Planning and JdF Community Parks and Recreation staff to draft changes to the bylaw. Requested changes were submitted to Legislative and Legal Services for review.

No update as of April 13, 2021

Carpenter Road Dam Remediation/Safety Report

Contact has been made with the successful contractor to commence the project. Finance has released funds and provided appropriate coding.

The contract was signed March 16, 2021.

Information collected by the contractor has indicated that this dam may have some downstream impacts, if it were to fail. The contractor has 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 has 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 Oct 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.

If decommissioning is decided, the dam owner must become familiar with Section 17 of the *DSR* in terms of timing and authorization to decommission.

This work has begun as of April 13, 2021.

Hatchery Release – Poirier Lake – William Simmons Park

The Manager was contacted by Vancouver Island Trout Hatchery staff to allow access to Poirier Lake for the purposes of stocking the lake with trout. The Manager had to determine if the access was feasible due to a lock on a bollard. A key was issued April 16, 2021 and the fish were released.

Compensation at Seagirt Ponds Community Park

The Manager confirms that compensation of \$1000 has been offered and received for remedial works at Seagirt Ponds Park. The Manager agrees that compensation will suffice as a significant deterrent to future tree cutting and or trespass.

These funds will be used for remedial works and beautification of Seagirt Ponds Park. A meeting with Seagirt Ponds Preservation Society was held on April 7, 2021 at Seagirt Ponds to discuss possible projects. Several projects have been identified. The Society was asked to prioritize the list and try and attach a date and budget for review by staff:

- Decommission the unauthorized trail and post several other trails that the public is using but not authorized. This will involve signage, split rail fencing, planting and scattering debris on the old trail.
- Create a short trail to a bench location which will create a viewing location for the second pond. This will be a relatively straight forward project with vegetation removal (native and non-native). There is someone who wishes to donate the bench.
- Create a longer trail to a bench location which will create a viewing location for the second pond. This will be a more complex project with vegetation removal and hazard tree considerations (native and non-native). There is someone who wishes to donate the bench.
- Trail repair in two locations. One requiring culverts and gravel; the other requiring approximately 15 meters of boardwalk (both sections are wet areas).
- Create some messaging and or map for the recently installed information shelter.

The Manger also met with a local resident to look at hazard tree concerns from the park which are affecting the private property. A tree company has been hired to deal with the hazard trees.

Priest Cabin Access Agreement

The access agreement between the CRD, the JdF EA and the landowner below Priest Cabin (Lot 26) has been rekindled. CRD Real Estate anticipates that the agreement will be completed soon. The agreement will be for 5 years.

The Manager has been informed that legal fees have been requested from the landowner to complete negotiation of the access agreement. The Manager has requested confirmation of the possible fees involved prior to making any decision.

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 will meet the owner on site this spring to communicate our intentions and to discuss what implications/considerations may need to be addressed when constructing the trail. The trail has been flagged. JdF EA summer staff will do the work in 2021.

Recent discussions between landowners and MoTI (Ministry of Transportation and Infrastructure) indicate that Cedar Coast Road could be opened up to the public in the next year. Recent land purchases have facilitated a need to have the road opened up for access.

Port Renfrew Community Centre

As arranged by the Manager, Cantec completed an annual safety inspection for the Port Renfrew Community Centre on April 11, 2021.

The Manager had not received any feedback from the inspection as of April 13, 2021.

Sheringham Point Community Park

The Manager has created a draft renewal Operating Agreement for the Sheringham Point Lighthouse Preservation Society. The current agreement is set to expire in April 2021. The agreement was forwarded to the Society for review. Changes were required to address the request that the Society install and manage a gate system at the lower parking lot. The agreement was reviewed by CRD Legal Services and has been returned to staff for finalization.

No update as of April 22, 2021.

Port Renfrew Tennis Court Resurfacing

The community of Port Renfrew has requested that the Director investigate the potential to have the existing tennis court resurfaced. Other improvements will include two pickleball courts, two basketball hoops, line painting and new posts for nets.

The Director asked the Manager to apply for Community Works Funding (Gas Tax) and prepare the appropriate quotes and operational notifications/permits so that this work could commence in spring 2021.

Application for the funding was approved on December 17, 2020. The CRD Board approved the 2021 Capital Plan on March 24, 2021, permitting funds to be transferred to this project.

One quote was received. The Manager will be working with the low bidder to finalize a contract for spring 2021. This quote did not include the tennis, pickleball, basketball equipment and line painting. The Manager is working to with a Victoria company to do this work. The Manager is requested a “sole source” contract for the equipment and line painting work. To proceed with a sole source award for this work, approval of the General Manager, Parks and Environmental Services is required.

Approval granted April 6, 2021.

2021 Maintenance Staff Hiring

The Manager submitted “Staffing Request Forms” for approval to hire two summer staff as in previous years. The positions were approved and advertised within the CRD. The positions closed on January 19, 2021.

The Manager is pleased to announce that Blair Barrett has accepted the PW5 position.

The offer extended for the PW2 position was rescinded by the original candidate. The Manager has since worked with Regional Parks on a PW2 hiring process and we have successfully hired Connor Ronanye as PW2.

Positions run from May 1 – September 29, 2021.

Otter Point Road Improvements

The road improvements at Otter Point Road are nearing completion. Improvements to William Simmons Park and Butler Road Park are also nearing completion. Work was done to clean up a portion of Butler Road Park and improvements to the parking lot and additions of split-rail fencing were also completed at William Simmons Park.

Possible Trespass at “The Shores Park”

The Manager encountered a possible trespass at The Shores Park. The Manager has contacted a survey company to complete a survey to determine if a trespass has indeed occurred.

A survey was conducted on March 19, 2021 which indicated that trespass had taken place. The Manager is working with CRD Bylaw Enforcement to determine a course of action to rectify the situation.

Bylaw Enforcement will be the primary point of contact between CRD and the landowner. No communication had taken place as of April 13, 2021.

Coppermine Park Permit

The Manager received an inquiry for a park permit to host a “Farmers Market” weekly from June 20 to approximately September 5, 2021 at Coppermine Park.

This permit request has been withdrawn.

Kemp Lake Fishing Dock

The Manager received a report that the Kemp Lake fishing dock was impacted by a recent storm which caused the dock to move from its original moorings. The dock was impacting the resident beside the boat launch area. The resident has removed one section of the public dock and secured it to the private dock for safe keeping.

The Manager has contacted the original contractor and Freshwater Fisheries BC to see what can be done to rectify the situation.

This work is scheduled sometime between April 21 and 28.

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.

The Commission was scheduled to review its fee schedules in detail at its March 2020 meeting.

Due to the dynamic situation resulting from COVID-19 and the resulting decrease in the number of park permits and community hall rentals, the Commission resolved at its May 26, 2020 meeting to make no change to its fee schedules for 2020-2021.

Current fee schedules are attached (amendment Bylaw No. 4359).

The fee schedules were last changed in 2016 when the Commission resolved to:

- clarify that the \$30.00 permit fees applies to community events
- define Frequent Users as users who host 5 or more events a year

- clarify that private events, such as weddings or birthdays with 10 or more participants, be charged a flat rate of \$100 per a permit

The Manager will provide a brief presentation at the April meeting.

Park Management/Development Plans

Further to discussion initiated at the January 26, 2021 meeting, staff provide the following background information.

CRD Corporate Plan 2019 - 2022

The Corporate Plan identifies broad services and strategies to deliver on the CRD's vision as identified by the CRD's service mandates, Board Priorities, approved plans and Corporate Priorities.

The Corporate Plan identifies the following initiatives specific to the JdF Community Parks and Recreation Program.

- Enhance access & maintenance within EA community parks (Section 6c-1).
- Work with Commissions to determine appropriate types of recreational programming & recovery rates to meet community needs (Section 13a-1).

The JdF Community Parks and Recreation Program is guided by the following CRD bylaws/documents:

Regional Growth Strategy

The Regional Growth Strategy (RGS) is a vision for the future of the capital region, guiding decisions on regional issues such as transportation, population growth and settlement patterns. The RGS promotes the long term livability of the region with policy intended to enhance social, economic and environmental performance.

The RGS stipulates that the JdF EA will identify regionally significant parks in Official Community Plans.

Official Community Plans

With the exception of the Chatham and Discovery Islands, there are Official Community Plan bylaws for the seven sub-regions that make up the JdF Electoral Area (East Sooke, Malahat, Otter Point, Port Renfrew, Rural Resource Lands, Shirley-Jordan River and Willis Point):

The Official Community Plans provide goals, policies and objectives for parks and trails, making specific reference to supporting the acquisition of park land in accordance with the goals and objectives of the Juan de Fuca Community Parks Strategic Plan with the exception of the Port Renfrew Community Plan. The Port Renfrew Community Plan directs that the form of parkland will be determined by the Capital Regional district through input with either the Juan de Fuca Electoral Area Director and/or the Commission.

Community Parks Strategic Plan

The Commission's bylaw, Bylaw No. 3763, directs that the Commission shall approve a community parks plan and recommend to the Regional Board the acquisition of additional parks.

At its meeting of April 27, 2010 the Commission approved the present Community Parks Strategic Plan (2010 – 2020), replacing the Sooke Electoral Area Long Rang Plan – Public Open Space (1995 – 2005).

The present Community Parks Strategic Plan provided Key Management Actions for 2010 – 2020 which included development of specific site plans for those parks that afford opportunities for multiple use activities, commencing with William Simmons Memorial Park in 2010.

Site Management Plans

Since the approval of present Community Parks Strategic Plan, one site management plan has been approved by the Commission for William Simmons Memorial Park. The initial site management plan was approved after a public consultation process by the Commission at its April 27, 2010 meeting. After a further public consultation process, the site management plan was updated in 2015.

William Simmons Memorial Park was created through the donation of 7.2 acres of land by Erik Sellars-St. Clare and the purchase of TimberWest land by the CRD. A site management plan was required to address remediation of the donated land to reduce liability to support public usage.

Community Parks Strategic Plan Update

The Manager has started working on a course of action to develop an updated (replacement) 10 year Strategic Plan or the JdF EA Community Parks and Recreation Program.

A project brief was presented at the Regional Parks Managers meeting on April 6, 2021 to discuss the merits of the project brief and determine what, if any, in-house resources may be available to assist in creation of this plan.

Early indication is that there are not sufficient in-house resources to complete this project within a reasonable timeline (GIS, communication/surveys, public consultation, IT, First Nations considerations, etc.)

The Manger was instructed by his supervisor to pursue an Initiative Business Case (IBC) for the 10 year Strategic Plan. This has been done with a proposed budget of \$30,000. This would be for the 2022 business year (Plan creation with enactment 2023).

This timeline may not be the best outcome for the development of this Plan so the Manager is seeking approval to possibly receive Community Works Funding, which requires approval from the JdF EA Director.

Submitted by:	Don Closson, Manager, Parks and Recreation, Juan de Fuca Electoral Area
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SCHEDULE “D”**JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION
FEES AND CHARGES****Effective September 1, 2020****Special Events or Activities**

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (Subject to applicable tax)
For community 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 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, 2020**

Dance Hall (Subject to applicable tax)	
Events up to 100 people (per night)	\$ 200.00
Events with greater than 100 people (per night)	Negotiated
Set-up Fee	\$ 50.00
Clean-up Fee (minimum 4 hours)	\$ 25.00
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
Fee for use of kitchen	\$ 50.00
Offices (Subject to applicable tax)	
Monthly lease	Negotiated