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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **April 26, 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 March 22, 2022
3. Chair's Report
4. Director's Report
5. Commissioner Reports
6. Staff Report
 - a) Staff News
7. New Business
 - a) CRD Invasive Species Program
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: May 24, 2022
12. Adjournment



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

PRESENT: S. Jorna (Chair), V. Braunschweig, B. Croteau (EP), J. Gaston, S. McAndrews,
S. McKay, 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 3:14 pm.

1. Approval of the Agenda

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the agenda be approved, as amended, to close the meeting after Unfinished Business

CARRIED

2. Adoption of the Minutes of February 22, 2022

MOVED by Commissioner McKay, **SECONDED** by Commissioner McAndrews that the minutes from the meeting of February 22, 2022 be adopted.

CARRIED

3. Chair's Report

No report.

4. Director's Report

No report.

5. Commissioner Reports

East Sooke – Sale of Section 154, Coppermine Road:

Don Closson responded to questions from the Commission regarding Section 154 (PID 001-103-563) advising that CRD Regional Parks is aware that the property is for sale. CRD Regional Parks and JdF Community Parks are separate entities and do not purchase properties jointly. The two entities work in collaboration to support connectivity between parks.

East Sooke – Coppermine Park Emergency Helicopter Lift:

Don Closson advised that notice of the emergency event was communicated to him by a member of the public. The member of the public communicated that the access chain had been cut to facilitate emergency response. Don Closson reported that he will be making new arrangements to provide key access to the locked chain.

East Sooke - Seagirt Ponds Park Noxious Plants:

Don Closson responded to the report of noxious plants at Seagirt Ponds advising that he will present information on the CRD's invasive species program and provincial requirements at an upcoming meeting.

6. Staff Reports

a) Staff News

Carpenter Road Dam Remediation/Safety Report

Don Closson reported that funds may have been secured for this project and that no responses were received in response to the notice sent to downstream property owners.

Seagirt Ponds Community Park

The Friends of Seagirt Ponds Society has indicated that it will be planting the provided native plantings this spring when the weather changes.

Priest Cabin Access Agreement

No update since the February meeting.

Sheringham Point Community Park

Don Closson confirmed that the reported downed trees were removed by Regional Parks and that the parks crew will be doing some ditching and culvert work this spring/summer.

Kemp Lake Fishing Dock

Further to the motion made at the February meeting supporting the initiative to secure a Crown land tenure, Don Closson reported that he has provided the Ministry of Transportation and Infrastructure tenure application documents. Don Closson responded to questions from the Commission advising that this project is anticipated to commence in 2023 and that he has made informal contact with property owners on Chubb Road.

The Chair reported that he has received positive comment regarding separation of the swimming area on Manatu Road from the fishing area on Chubb Road.

Community Parks and Recreation Strategic Plan Update

Don Closson reported that:

- the public input survey is now live on the CRD website and will close on April 24, 2022
- opportunity to complete the survey has also been promoted on the CRD Facebook page
- results of the survey are anticipated to be reported at the May meeting

Commission comment was forwarded noting that the current plan reflects trails that may no longer be in existence due to land development. Further comment was forwarded acknowledging the achievements made during the current plan's term.

Coppermine Park CWF Application

Don Closson reported that the existing court boards have been moved and that the contracts for this project are in progress.

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 budgets which includes the Community Parks and Community Recreation budgets.

7. Correspondence

a) Marlene Barry - Restoration of Parkland at Butler Road and Otter Point Road

Further to information introduced at the March meeting, Don Closson responded to questions from the Commission regarding the proposal to restore native vegetation on a cleared area of Butler Road Trail advising that:

- a planting schematic has been requested from the resident group
- seedlings may be available from Regional Parks
- split rail may be utilized to delineate trail entrances
- volunteers would be insured under the CRD's volunteer program
- comment can be sought from Corporate Communications regarding the resident group utilizing Facebook to promote the project

MOVED by Commissioner Gaston, **SECONDED** by Commissioner McAndrews that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission supports, in principle, the community initiative to make improvements to Butler Trail at Otter Point and Butler Road.

CARRIED

8. New Business

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

Don Closson reported that:

- the Commission is asked each year to forward a recommendation to the CRD Board regarding its fee schedules for the upcoming year
- the fee schedules were last changed in 2021 when the Commission resolved to add a permit fee for children's parties (Schedule D) and to clarify that the clean-up fee is \$25.00 per hour (Schedule E)
- no comments have been received from the public regarding the fee schedule changes

MOVED by Commissioner McKay, **SECONDED** by Commissioner Sloan that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommend no change to its fee schedules for 2022-2023.

CARRIED

9. 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.

10. Motion to Close the Meeting

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Braunschweig that 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 4:30 pm and adjourned at 5:15 pm.

11. Next Meeting

April 26, 2022

12. Adjournment

The meeting adjourned at 5:16 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 26, 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 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.
- There have been no concerns raised by local First Nations regarding this project.

Ongoing efforts:

- Twice monthly inspections
- Determine timing of remediation project (probably late spring or summer)
- Determine if the quote for remediation is still valid given the lapse in time since tender

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).

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.

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. Work on the trail will be completed in the spring of 2022 along with appropriate signage and trail map.

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 on the First Nations engagement requirement for this plan.

The consultant has initiated the “Bang the Table” survey portion of the plan development. The survey was made available to the public and concludes on April 24, 2022. Household mail outs have been received by the JdF EA residents and approximately 200 responses were received as of April 06, 2022.

The one-on-one interviews which have been scheduled with stakeholders of the JdF EA are currently being conducted.

The consultant is planning to report out to the Commission electronically on May 24, 2022. This report will provide some preliminary finding/results as per the survey responses.

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 removed the existing boards around the tennis court prior to the resurfacing project. 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 \$21,404.70 (an increase of \$561.70 due to increase in product and equipment).
- The winning quote for the paving portion of this project was \$39,490.00 (an increase due to asphalt costs of \$3,500).
- This creates a project cost of \$60,894.70.
- This allows for contingency of \$4,105.30 for other required work such as removal and reconditioning of the boards surrounding the tennis court. The cost for board removal is \$1,840.00.
- The contractors have been notified that the project can start any time after mid-March and they are working to coordinate the timing.

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.

Support for the project was provided by the Commission at its meeting of March 22, 2022.

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

- Reforestation and or revegetation
- Installation of a sign
- Possible funding options
- 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
- Seedlings obtained from a local supplier by the Manager have been delivered to the proponent of this project for care until such time as planting can commence

Recreation Program Support

In accordance with the Commission’s recreation funding guidelines, a total of \$800 has been allocated to support to support the Juan de Fuca Community Trails Society’s monthly guided hike.

Contract Signings (as of April 06, 2022)

- 2 Year Maintenance Agreement for Coppermine Park
- Paving for tennis court resurfacing Coppermine Park
- Coating, equipment for tennis court project Coppermine Park

Auxiliary Staffing

Staff have been hired for a 5 month period starting April 30 to September 28, 2022.
Welcome Chris Hart as the Park Worker 5 and Wes Huddleston as the Park Worker 2.

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