

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **October 27, 2020 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 September 22, 2020
3. Chair's Report
4. Director's Report
5. Staff Report
 - a) Staff News
6. New Business
 - a) 2021 Provisional Budget Review
7. Unfinished Business
 - a) Subdivision Applications SU000725/SU000726 - Lot 9, Section 129, Sooke District, Plan VIP67208 (590 Seedtree Road)
 - b) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw
 - c) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions
 - d) Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)
 - e) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
 - f) Park Volunteerism
8. Next Meeting: November 24, 2020
9. Adjournment

Please note that during the COVID-19 situation, the public may attend the meeting in-person or electronically through video or teleconference. Since in-person capacity is limited, should you wish to attend the meeting in-person, please contact the Juan de Fuca Community Planning Office at 250.642.8100 or by email at jdfinfo@crd.bc.ca. Should you wish to attend electronically, please contact us by email at jdfinfo@crd.bc.ca so that staff may forward meeting details. Written submissions continue to be accepted.



Making a difference...together

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, September 22, 2020, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair) (EP), V. Braunschweig, B. Croteau, J. Gaston (EP), P. Sloan (EP)
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
R. Robinson, Planning Assistant; W. Miller, Recorder (EP)
ABSENT: Director M. Hicks, A. Marchand
PUBLIC: 0

EP – Electronic Participation

The meeting was called to order at 3:00 pm.

1. Approval of the Agenda

Don Closson confirmed that the Service Plan will not be discussed at this meeting.

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

2. Adoption of the Minutes of July 21, 2020

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the minutes from the meeting of July 21, 2020, be adopted. **CARRIED**

3. Chair's Report

The Chair commended staff and the Commission for completion of the fishing pier at Kemp Lake.

4. Director's Report

No report.

5. Delegation – Juan de Fuca Community Parks

a) Subdivision Applications SU000725/SU000726 - Lot 9, Section 129, Sooke District, Plan VIP67208 (590 Seedtree Road)

Regina Robinson spoke to the staff memo to the Commission regarding two referrals received from the Ministry of Transportation and Infrastructure (MoTI).

Regina Robinson reported that:

- members of the Commission attended the site on November 26, 2018
- at its November 27, 2018 meeting, the Commission considered the referral of an application (RZ000260) to rezone the subject property from Rural (A) to Rural Residential 6A (RR-6A)
- at that meeting, the Commission resolved to consider park dedication requirements at the time of subdivision
- the subdivision did not proceed
- the parcel sold and the original subdivision application was cancelled prior to Commission consideration

- under new ownership, an application for a 2-lot fee simple and concurrent 3 lot strata subdivision has been submitted

Commission discussion ensued regarding options to develop a trail network from the subject property through an adjacent property to the north to support access from Seedtree Road to Mt. Matheson Road to the community trail leading to Matheson Lake/Roche Cove Regional Parks.

Staff responded to questions from the Commission advising that:

- the large property to the north is not subject to a development application
- the East Sooke Official Community Plan does not identify specific policies for a trail connection between Seedtree Road and Mt. Matheson Road
- the Commission can identify this connection as a priority objective when it reviews its Community Parks Strategic Plan
- the driveway configuration for the subdivision of Lot 9 does not connect to the large property to the north
- large property to the north and adjacent properties are zoned Rural A and have development potential
- a development permit with variance is required as part of the subdivision process for Lot 9
- the applicant has yet to apply for the permit

Commission comments included:

- support for opportunity to connect Seedtree Road to Mt. Matheson Road either by trail or by road
- concern for foregoing cash in lieu to support an access that will not come to fruition
- trail through Lot 9 would follow private driveways
- support for trails through woods as opposed to along driveways

Don Closson responded to a question from the Commission confirming that he can approach the owner of large property to the north regarding the Commission's interest in establishing a trail network.

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Gaston that consideration of subdivision applications SU000725/SU000726 be tabled until additional information is received by staff regarding feasibility of establishing a trail connection to the north. **CARRIED**

6. Staff Reports

a) Staff News

Recreation Programs

All contract recreation programs continue to be on hold with the exception of Karate, which has received approval to operate at the community halls in East Sooke and outdoors at Shirley. Contractors will be advised when the programs can be offered from this building.

Bylaw No. 3763 Amendment

No update.

Kemp Lake Fishing Pier and Boat Launch Project

Don Closson presented a photo of the installed dock. Other than the installation of a picnic table and signage, the project is complete. It was confirmed that the toilet and garbage can will be serviced year-round.

Carpenter Road Dam Inspection

Don Closson reported that quotes for a dam inspection and risk assessment for Carpenter Road Park dam closed July 31, 2020. Funding for this project was received through the Community Works Fund (Gas Tax) and is under consideration at the CRD Board meeting in October for a capital amendment.

Invasive Plant Treatment – Port Renfrew “Lot – 64”

Don Closson reported that he worked with Jenny Eastman, Regional Invasive Species Program Coordinator, to conduct an invasive species site visit to Port Renfrew on August 5, 2020. It was determined that several species identified at the site required treatment, including “Knotweed” and “Policeman’s Helmut”, as indicated under the CRD High Priority Species – Invasive Species Alert Sheet. A herbicide treatment for the Knotweed took place September 11, 2020. Photos of the invasive plants and area of treatment were presented.

Don Closson advised that treatment will need to be conducted for 2-3 years concurrently to ensure a positive result. Policeman’s Helmut is planned for treatment in 2021 and is much more readily treated through pulling and removing from the site.

Volunteer List and Insurance Form Update

Don Closson reported that, at the request of the Risk and Insurance Program at CRD, the JdF EA Parks and Recreation Program has embarked on updating volunteer insurance forms and the associated park volunteer list. Up to date information is requested yearly and is required by the CRD for securing appropriate insurance coverage.

Possible Trespass at Seagirt Ponds Community Park

Don Closson advised that:

- a report of trespass has been received
- he is working with CRD Bylaw Enforcement to determine whether or not a trespass has occurred
- no determination as of today’s meeting
- recourse/remediation pending comment from Bylaw Enforcement

Priest Cabin Access Agreement

Don Closson reported that:

- there is no update on the maintenance access agreement between the CRD, the JdF EA and the land owner
- he met with the Chair and a Shirley resident to determine how to move ahead on a possible connection route between Priest Cabin Park and the right-of-way (RoW) which leads north towards the Matterhorn
- the Chair will report back on a possible route along an existing RoW
- it is anticipated staff will clear in 2021
- landowner consultation will be scheduled in the spring of 2021 to minimize any form of user/land owner conflict

- staff can determine if the lands above the Matterhorn are held by the Crown or are Private Managed Forest Land

Becher Bay and K2/Petrel Drive and Waters Edge Trail Visit

Don Closson reported that he conducted a site visit at Jordan River with Commissioner Gaston and a site visit at Becher Bay with Commissioner Braunschweig on September 16. The merit of developing these sites can be considered when the Commission reviews its Community Parks Strategic Plan.

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

Detailed review to be scheduled in 2021.

Subdivision Application SU000720 - Lot A, District Lot 17, Renfrew District, Plan EPP10506 (6505 Powder Main Road)

At its meeting of August 12, 2020, the CRD Board resolved that the requirement for park land dedication be received in the form of cash in lieu.

Subdivision Application SU000721 - Parcel A (DD 143426I) of Section 97, Renfrew District, Except that part in Plans 15462, VIP77871 and EPP24972 (17151 Parkinson Road)

At its meeting of August 12, 2020, the CRD Board resolved that park dedication in the amount of 5% be required for the proposed subdivision except where the owner agrees to dedicate that portion of land required to construct a trail along Parkinson Road to JdF Community Parks and Recreation standards and that the owner agree to construct the trail prior to subdivision approval.

William Simmons Trail Work

Don Closson presented photos of the Phase 3 work completed to date. It was advised that the split rail work conducted by the JdF EA staff will be completed by September 30, 2020 and the split-rail work being completed by the MoTI is anticipated by year end. MoTI work will also include the remediation (top soil, grass seeding and rock perimeter barrier) of the Butler Trail corner lot, which was used as a staging location for the Otter Point Road Improvement Project.

Phase 3 signage should be complete by September 30, 2020, pending naming of the Phase 3 trail.

Staff provided background information on William Simmons Community Park, which was established in part by a donation of 7.2 acres by Erik Sellars-St. Clare.

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the Phase 3 trail be named the "Erik Sellars-St. Clare Trail".

Commission comment was forwarded regarding the length of the trail name relative to the size of the trail post.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Gaston that the main motion be amended to strike "Erik" from the trail name.

CARRIED

The Chair called the question on the main motion as amended to name the Phase 3 trail the "Sellars-St. Clare Trail". **CARRIED**

Staff to confirm Commission interest in meeting at William Simmons Community Park prior to the start of the October meeting to see the Phase 3 improvements.

7. Unfinished Business

a) Kemp Lake Fishing Pier and Boat Launch Project

Discussed under Staff News.

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

Discussed under Staff News.

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

Discussed under Staff News.

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

No update.

e) Becher Bay, Petrel Drive and Waters Edge Drive Site Visits

Discussed under Staff News.

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

Discussed under Staff News.

g) Park Volunteerism

No discussion.

8. Next Meeting

October 27, 2020

9. Adjournment

The meeting adjourned at 4:29 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, OCTOBER 27, 2020**

SUBJECT: Staff News

ISSUE: Information

Recreation Programs

All contract recreation programs are on hold at this time. The exception is programs delivered out of doors or at facilities that are not controlled by JdF Community Parks and Recreation at their discretion.

No update as of October 21, 2020.

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 October 20, 2020.

Carpenter Road Dam Inspection

The Manager has contacted three contractors able to conduct a dam inspection and risk assessment for Carpenter Road Park dam. The quotes for this preliminary work closed July 31, 2020.

Funding for this project was received through the Community Works Fund (Gas Tax) and will be available for 2021.

Volunteer List and Insurance Form Update

At the request of the Risk and Insurance Program at CRD, the JdF EA Parks and Recreation Program embarked on updating volunteer insurance forms and the associated park volunteer list.

Much of the information on file at the JdF EA was out of date or considered redundant. The CRD requires that this information be accurate and up to date when they go about securing insurance for the broader list of volunteers from insurance brokers.

For those affected by this information request, thank you for your efforts to get this information to the Manager before September 30, 2020.

An updated list was supplied to Risk and Insurance on October 20, 2020. This list will be revisited annually to ensure that the volunteers are active and require insurance coverage.

Possible Trespass at Seagirt Ponds Community Park

The Manager received a report of a possible trespass at Seagirt Ponds during the summer. A site inspection indicated that there may indeed be a possible trespass (tree cutting and piling of organic debris). The Manager worked with CRD Bylaw Enforcement to determine whether or not a trespass has occurred.

A report was received by the Manager on September 25, 2020. Bylaw Enforcement was not able to determine if a trespass had occurred. Determination would require a survey which could be costly in relation to the damage caused by the trespass.

It was suggested that the Manager reach out to the landowner to discuss options for remediation/accommodation. The landowner did admit that the tree cutting was done under their direction to a tree contractor. The landowner has agreed to leave the wood where it remains.

Priest Cabin Access Agreement

No update on the access agreement between the CRD, the JdF EA and the land owner. This agreement is being negotiated by the CRD Real Estate Program.

Commissioner Jorna and local resident Gerard LeBlanc have defined a possible connection route between Priest Cabin Park and the right-of-way (RoW) which leads north towards the "Matterhorn".

Landowner consultation will be scheduled in the spring of 2021 to minimize any form of user/land owner conflict. This has been communicated to the landowner affected.

Port Renfrew Community Centre

The Manager has been working with the CRD Real Estate Program to finalize a short term lease agreement to allow Elections BC to host a 2020 Provincial Election Polling station at this facility. Efforts were put in place to finalize a CRD COVID-19 Safety Plan for that facility that guides the appropriate use of the leased portions of the building, post office, library and hall being used for the election.

Separate COVID-19 Safety Plans are required by the lease holders that complies with the CRD Safety Plan directives.

The Manager also arranged for the generator to be serviced at this location. The initial service was conducted on October 15, 2020 with a follow up service to be scheduled as certain deficiencies were found.

Port Renfrew Tennis Court Resurfacing

The community of Port Renfrew has requested that the CRD JdF EA Director investigate the potential to have the existing tennis court resurfaced.

The Director has 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.

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

Detailed review to be scheduled in 2021.

William Simmons Trail Work

This project is designed to complete the works identified in the William Simmons Management Plan and will also assist in providing beautification and infrastructure to the abandoned building area. A budget of \$20,000 has been transferred to a project fund and coding has been allocated at CRD Finance.

This project is substantially completed, remaining to be completed is the installation of a picnic table and bench at the old house site.

It remains the responsibility of the Ministry of Transportation and Infrastructure to complete a section of split-rail fencing and gravelling of parking areas associated with the Otter Point Road improvement project.

JdF Interests - Mt. Work, East Sooke, Roche Cove & Matheson Lake Park Plans

Further to the media releases shared with Commissioners in August and September, the Manager met with Regional Parks Planners, Carolyn Stewart and Lynn Wilson, and JdF Community Planning staff on October 21 to review these initiatives. A summary of the Mount Work Regional Park management planning project has been provided for the Commission's information and comment, if desired. The draft plans will be provided for the Commission's review/comment when the plans are released by the CRD Board. Draft plans are anticipated to be released in 2021.

2021 Budget Review

At its meeting of October 14, 2020 the Electoral Areas Committee (EAC) considered the 2021 Electoral Area budgets including the Community Parks and Community Recreation budgets.

On October 28, 2020, the CRD Board, sitting as a Committee of the Whole, will meet to review the 2021 Provisional Budget.

The Commission's bylaw, Bylaw No. 3763, directs that the Commission recommend approval of its budgets annually.

The Community Parks and Community Recreation budgets are provided for review and recommendation under New Business.

Mount Matheson Site Visit

The Manager was granted permission by the landowner to visit the parcel of land adjacent to Lot 13 - above 590 Seedtree Road (SU000725/SU000726). It was requested by the Commission at its September 22, 2020 meeting that the Manager reach out to the landowner and request permission for a site visit.

The Manager and the landowner conducted a site visit on October 7, 2020. The landowner was clear that this property is not under consideration for development and it is held for its considerable conservation values.

The subdivision referral memo from Community Planning considered by the Commission at its September 22, 2020 meeting is provided for review and recommendation under Unfinished Business.

Submitted by:	Don Closson, Manager, Parks and Recreation, Juan de Fuca Electoral Area
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**Mount Work Regional Park Management Plan – Project Update for the Juan de Fuca Electoral Area
Parks & Recreation Commission
October 21, 2020**

Anticipated Project Timeline

May 2020	Management planning project initiated by CRD Board (East Sooke RP and Matheson/Roche Cove RPs also initiated at the same meeting)
June 2020	Project scope and public engagement process provided to CRD Board
June - Oct 2020	Project notification and initial round of engagement (First Nations, local government, other government agencies, stakeholders, park neighbours, and user groups/interest groups, public).
Nov 2020	Review/summarize/consider all comments received NEXT STEP
Dec 2020 – June 2021	Drafting of management plan
July-Sept 2021	Review of draft plan by Regional Parks Committee & CRD Board
Fall 2021	Release of draft plan for review/comment/Second round of engagement
Winter 2021	Review/summarize/consider all comments received
Spring 2022	Finalize management plan
Late Spring 2022	Submit final plan for CRD Board approval

General Outline of Management Plan

- Introduction, Context, Background
- Park Vision Statement
- Goals, Objectives
- Overarching Management Principles, Management Direction Statements, Policies (ecological, cultural heritage, visitor experience, park operations)
- Park Zoning
- Issues Analysis and Direction
- Park Development Concept/Area Plans
- Implementation Strategy

Some Overall Items for Consideration/ Known Issues in the Park

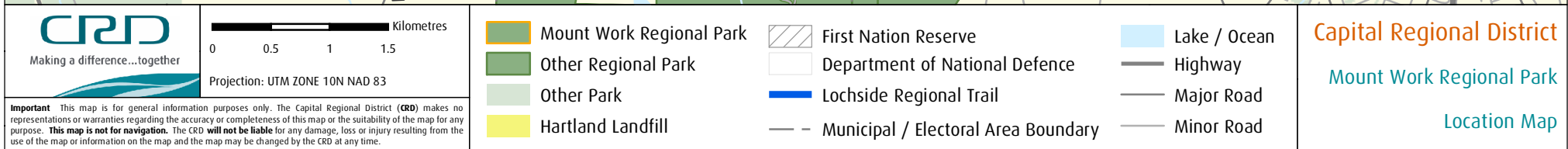
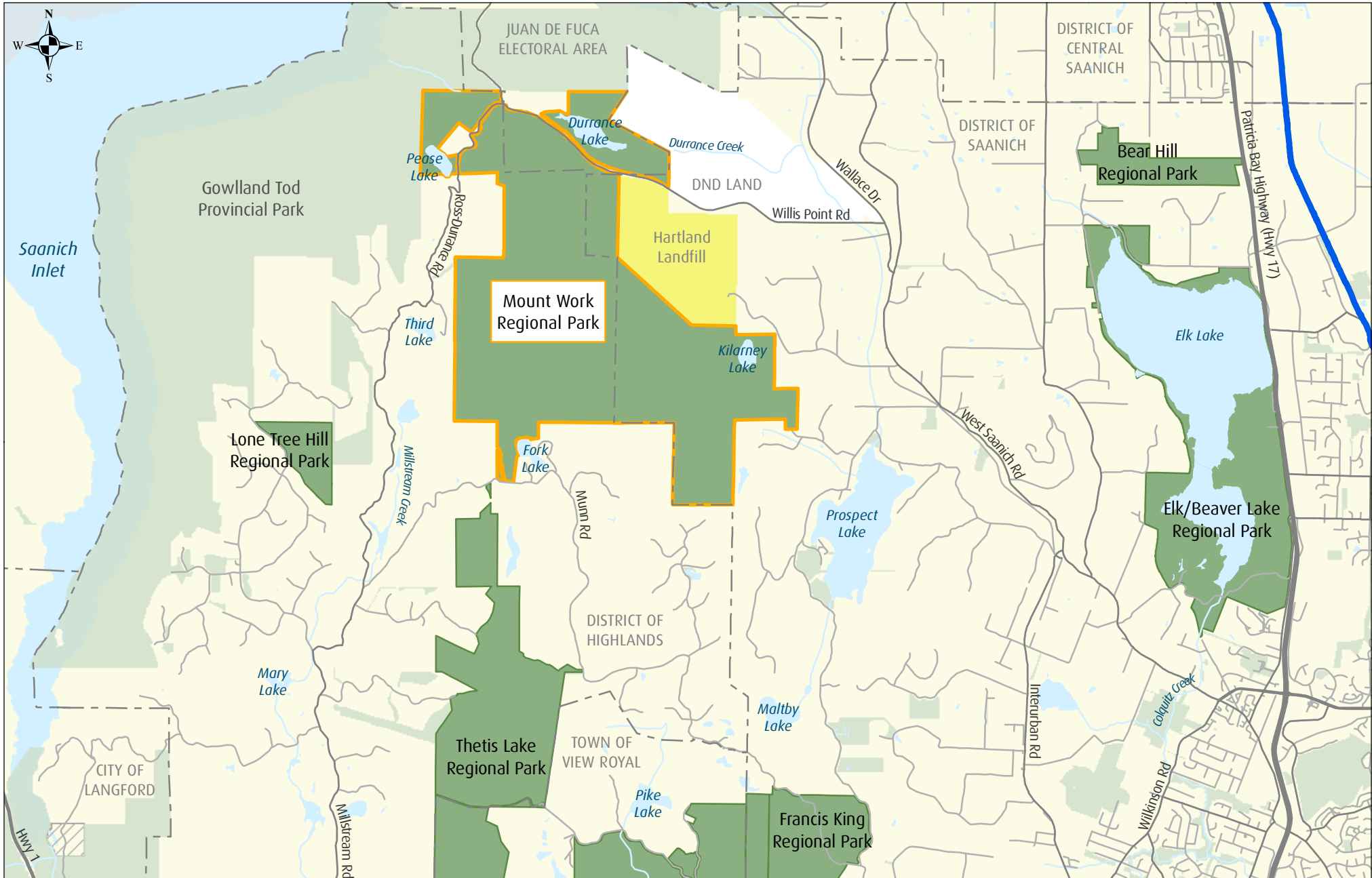
(more may be noted through initial comments received)

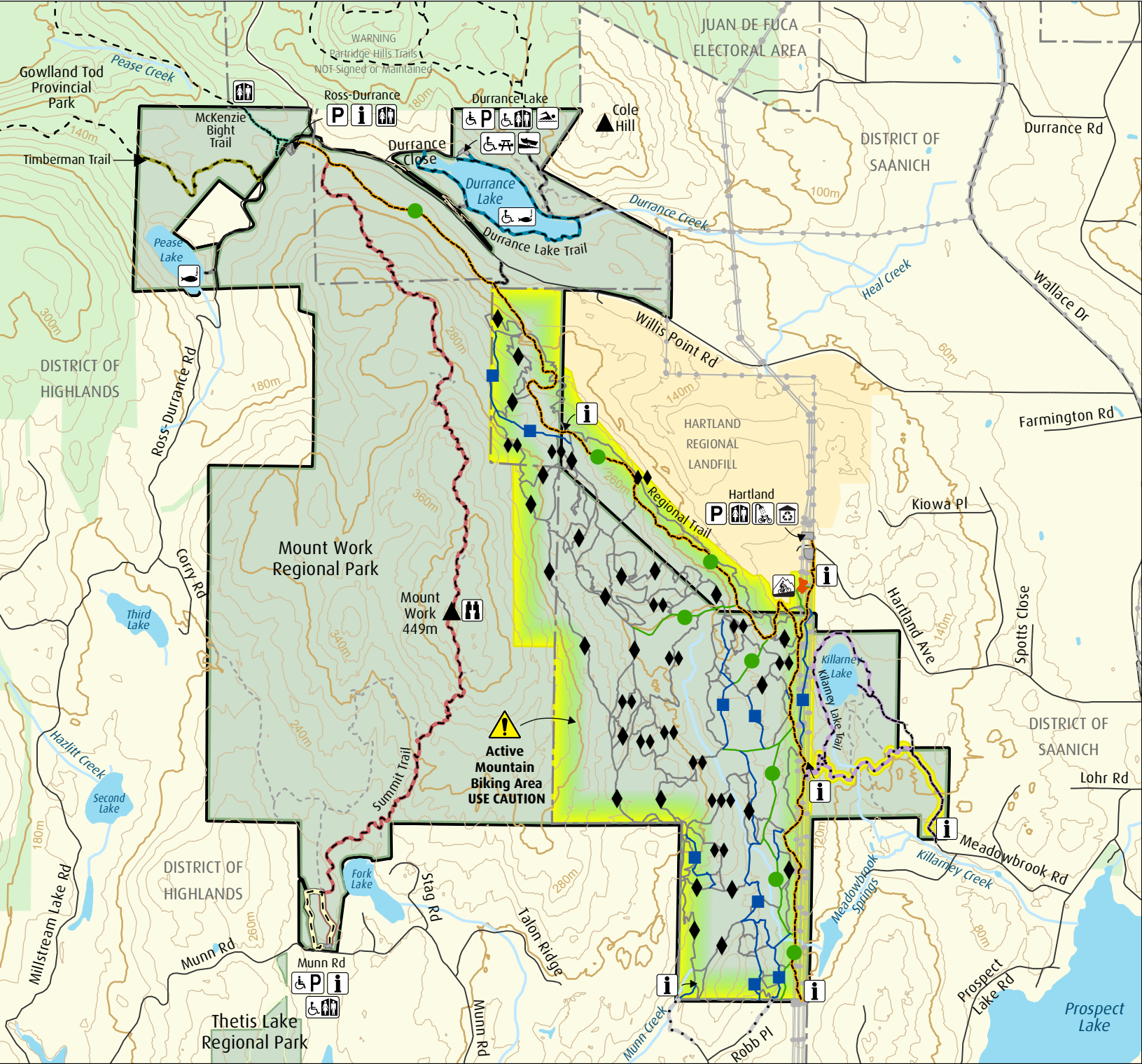
1. Infrastructure needs over next 15 years – info kiosk updates, parking, management of dams
2. Designated Mt. Biking Area – extent, user desire for more trails/expansion, accesses/parking, applicability of multiple use trails
3. Park Trail Plan – develop overall park trail plan, identify trail areas needing upgrading/shifting
4. Identification/protection of ecologically sensitive areas, critical habitat, species at risk, water bodies. Part of the central area of the park has conservation covenants on property to protect significant ecological values) – need to consider/uphold restrictions/protection needs
5. Monitoring & Enforcement – issues of illegal trail building, dogs on beaches in summer, dog waste, use of hiking only trails by others, park users trespassing on adjacent private lands
6. First Nations interests – making park welcoming to First Nations, protection of sacred sites, providing information to public about First Nations use of area

Durrance Lake Area

Some items to be considered specific to the Durrance Lake area of the park:

- Parking/access points
- Improving recreational access to lake
- Ecological restoration opportunities
- Consideration of types and appropriate/inappropriate locations for trails (hiking, equestrian, mt. biking)
- Link to provincial park
- Access issues at CFB Esquimalt Heale Rifle Range





Capital Regional District

Mount Work Regional Park



Trails By Name (With Distance)

- Durrance Lake Trail (1.8km)
- Killarney Lake Trail (3km)
- McKenzie Bight Trail
- Regional Trail (6km)
- Summit Trail (5km)
- Timberman Trail
- No Official Name
- Local Connector

Mountain Bike Trail Difficulty Rating

- Easy
- More Difficult
- Very Difficult
- Extremely Difficult
- Most Difficult

Map Features

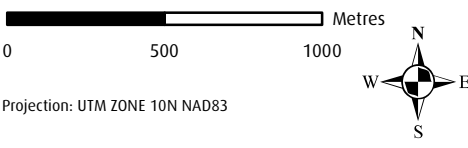
- Road
- Hydro Wire
- Municipal Boundary
- Contour - 100m interval
- Contour - 20m Interval
- Summit
- River or Stream
- Lake
- Mount Work Regional Park
- Other Regional Park
- Other Park/Protected Area
- Mountain Biking Area Boundary
- Hartland Regional Landfill
- Technical Training Area

Park Amenities

- Accessible Fishing
- Accessible Parking
- Accessible Picnic Area
- Accessible Toilet
- Bike Wash
- Boat Launch
- Fishing
- Information
- Learning Centre
- Mountain Biking
- Parking Lot
- Swimming
- Toilet
- View Point

Trails By Designated Use

- Hiking Trail
- Hiking/Mountain Biking Trail
- Hiking/Mountain Biking/Equestrian Trail
- Unofficial Trail (Not Maintained)
- User Friendly Trail



Disclaimer
Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

CAPITAL REGIONAL DISTRICT

2021 Budget

EA - Community Parks (JDF)

EAC Review

Service: 1.405 JDF EA Community Parks & Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

To acquire, develop, operate and maintain community parks in the JDF Electoral Area.
(Letters Patent - August 28, 1975).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for the Juan de Fuca Electoral Area. The services provide for ocean and lake beach/foreshore access, trails, right-of-ways, easements, playgrounds, sports fields, a tennis court and skate park.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

Greater of \$227,173 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$308,968.
(Bylaw 4087, Amend bylaw 245, March, 2016)

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.
Original establishment Bylaw for this commission Dec 2004.

AUTHORITY:

Requires written approval of electoral area Director. Participating electoral areas must be designated by bylaw.

FUNDING:

Requisition

1.405 - EA - Community Parks (JDF)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	93,167	93,167	96,264	-	-	96,264	97,184	99,214	101,290	103,413
Contract for Services	20,000	18,000	20,340	-	-	20,340	20,750	21,170	21,590	22,020
Vehicles	5,000	7,802	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Supplies	8,000	8,000	8,140	-	-	8,140	8,300	8,470	8,640	8,810
Allocations	29,339	29,339	30,109	-	-	30,109	30,843	31,463	32,093	32,733
Other Operating Expenses	9,850	6,150	11,010	-	-	11,010	11,230	11,450	11,670	11,890
TOTAL OPERATING COSTS	165,356	162,458	170,953	-	-	170,953	173,497	177,057	180,683	184,376
*Percentage Increase over prior year						3.4%	1.5%	2.1%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,389	14,197	12,000	-	-	12,000	12,240	12,480	12,730	12,980
Transfer to Equipment Replacement Fund	10,000	11,500	8,000	-	-	8,000	8,160	8,320	8,490	8,660
TOTAL CAPITAL / RESERVES	22,389	25,697	20,000	-	-	20,000	20,400	20,800	21,220	21,640
TOTAL COSTS	187,745	188,155	190,953	-	-	190,953	193,897	197,857	201,903	206,016
<u>FUNDING SOURCES (REVENUE)</u>										
Grant Revenue	(249)	(249)	(250)	-	-	(250)	(260)	(270)	(280)	(290)
Grants in Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(500)	(910)	(510)	-	-	(510)	(520)	(530)	(540)	(550)
TOTAL REVENUE	(749)	(1,159)	(760)	-	-	(760)	(780)	(800)	(820)	(840)
REQUISITION	(186,996)	(186,996)	(190,193)	-	-	(190,193)	(193,117)	(197,057)	(201,083)	(205,176)
*Percentage increase over prior year Requisition						1.7%	1.5%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.405	Carry						
	JDF EA Community Parks	Forward from	2021	2022	2023	2024	2025	TOTAL
	& Recreation	2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$180,000
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$180,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$180,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$180,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM

2021 & Forecast 2022 to 2025

Service #:

1.405

Service Name:

JDF EA Community Parks & Recreation

Proj. No.

The first two digits represent first year the project was in the capital plan.

Capital Exp. Type

Study - Expenditure for feasibility and business case report.

New - Expenditure for new asset only

Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service

Replacement - Expenditure replaces an existing asset

Funding Source Codes

$$\text{Debt} = \text{Debt (new debt only)}$$

ERF = Equipment Replacement Fund

Grant = Grants (Federal, Provincial)

Cap = Capital Funds on Hand

Other = Donations / Third Party Funding

Funding Source Codes (con't)

Res = Reserve Fund

STLoan = Short Term Loans

WU - Water Utility

Asset Class

L - Land

S - Engineering Structure

B - Buildings

V - Vehicles

Capital Project Title

Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description

Briefly describe project scope and service benefits.

For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget

This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	New	Wieland Trail	Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route	\$100,000	L	Grant	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
21-02	New	Carpenter Road Park - Dam Remediation	Remediation of Carpenter Rd earthen dam. Work subject to professional report findings.	\$80,000	L	Grant	\$0	\$50,000	\$30,000	\$0	\$0	\$0	\$80,000
			GRAND TOTAL	\$180,000			\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$180,000

EA - Community Parks (JDF)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	492,665	504,665	516,905	529,385	542,115	555,095
Equipment Replacement Fund	85,397	93,397	101,557	109,877	118,367	127,027
Total	578,063	598,063	618,463	639,263	660,483	682,123

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Capital Reserve Fund

Bylaw 1133

Reserve Cash Flow

Fund: Fund Centre:	1034 101378	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		556,126	492,665	504,665	516,905	529,385	542,115
Transfer from Ops Budget		12,389	12,000	12,240	12,480	12,730	12,980
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(84,000)	-	-	-	-	-
Interest Income		8,150	-	-	-	-	-
Ending Balance \$		492,665	504,665	516,905	529,385	542,115	555,095

Assumptions/Background:

\$100,000 was received from Orveas Bay Subdivision in 2011.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Equipment Replacement Fund

ERF Group: JDFEAPRK.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 102158	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		84,397	85,397	93,397	101,557	109,877	118,367
Transfer from Parks Ops Budget		10,000	8,000	8,160	8,320	8,490	8,660
Transfer from Rec Ops Budget		1,000	-	-	-	-	-
Expenditures		(10,000)	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		85,397	93,397	101,557	109,877	118,367	127,027

<u>Assumptions/Background:</u> Transfers limited by maximum requisition level. Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2021 Budget

EA - Community Recreation (JDF)

EAC Review

Service: 1.408 JDF EA Community Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

Supplementary Letters Patent - October 3, 1975, established to provide recreational programs in the JDF Electoral Area.

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs for the Juan de Fuca Electoral Area.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

\$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$109,196.

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.
Original establishment Bylaw for this commission Dec 2004.

FUNDING:

Requisition

1.408 - EA - Community Recreation (JDF)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	42,347	42,347	43,722	-	-	43,722	44,157	45,075	46,023	46,983
Recreation Programs	15,000	6,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Maintenance	4,000	4,000	4,070	-	-	4,070	4,150	4,230	4,310	4,400
Utilities & fuel	6,000	6,000	6,100	-	-	6,100	6,220	6,340	6,460	6,590
Supplies	900	650	910	-	-	910	930	950	970	990
Allocations	10,363	10,363	11,424	-	-	11,424	12,386	12,634	12,889	13,150
Other Operating Expenses	7,900	4,950	7,300	-	-	7,300	7,450	7,600	7,750	7,900
TOTAL OPERATING COSTS	86,510	74,310	88,526	-	-	88,526	90,593	92,439	94,322	96,253
*Percentage Increase over prior year						2.3%	2.3%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,000	3,200	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	1,000	3,200	-	-	-	-	-	-	-	-
TOTAL COSTS	87,510	77,510	88,526	-	-	88,526	90,593	92,439	94,322	96,253
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Rentals	(20,000)	(10,000)	(20,000)	-	-	(20,000)	(20,400)	(20,810)	(21,230)	(21,650)
Revenue - Other	(209)	(209)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	(20,209)	(10,209)	(20,210)	-	-	(20,210)	(20,610)	(21,020)	(21,440)	(21,860)
REQUISITION	(67,301)	(67,301)	(68,316)	-	-	(68,316)	(69,983)	(71,419)	(72,882)	(74,393)
*Percentage increase over prior year Requisition						1.5%	2.4%	2.1%	2.0%	2.1%

Memo

The logo for the Juan de Fuca Community Recreation District (CRD) is located in the top right corner of the memo header. It consists of the letters 'CRD' in a stylized, white, sans-serif font, set against a dark grey background that features a wavy, horizontal line pattern.

TO: Juan de Fuca Electoral Area Parks and Recreation Advisory Commission

FROM: Regina Robinson, Planning Assistant - JdF Community Planning
Don Closson, Manager - JdF Community Parks and Recreation

DATE: September 22, 2020 **FILE:** SU000725 and SU000726

SUBJECT: **Proposed Subdivision of Lot 9, Section 129, Sooke District, Plan VIP67208 – 590 Seedtree Road**

The Community Planning department received two referrals from the Ministry of Transportation and Infrastructure (MoTI) for a proposed 2-lot subdivision and concurrent 3-lot strata subdivision of Lot 9 on Seedtree Road.

At its November 27, 2018 meeting, the Commission considered the referral of an application (RZ000260) to rezone the subject property from Rural (A) to Rural Residential 6A (RR-6A) in order to permit a four-lot subdivision and resolved to consider park dedication requirements at the time of subdivision. After rezoning, the parcel sold and the original subdivision application was cancelled prior to Commission consideration.

Under new ownership, application for a 2-lot fee simple and concurrent 3 lot strata subdivision has been submitted. The proposed subdivision will require provision of park land or cash-in lieu pursuant to Section 510 of the *Local Government Act*.

Please review the application and advise Juan de Fuca Community Planning of your Commission's recommendation so that it may be forwarded to the Land Use Committee and CRD Board for consideration.

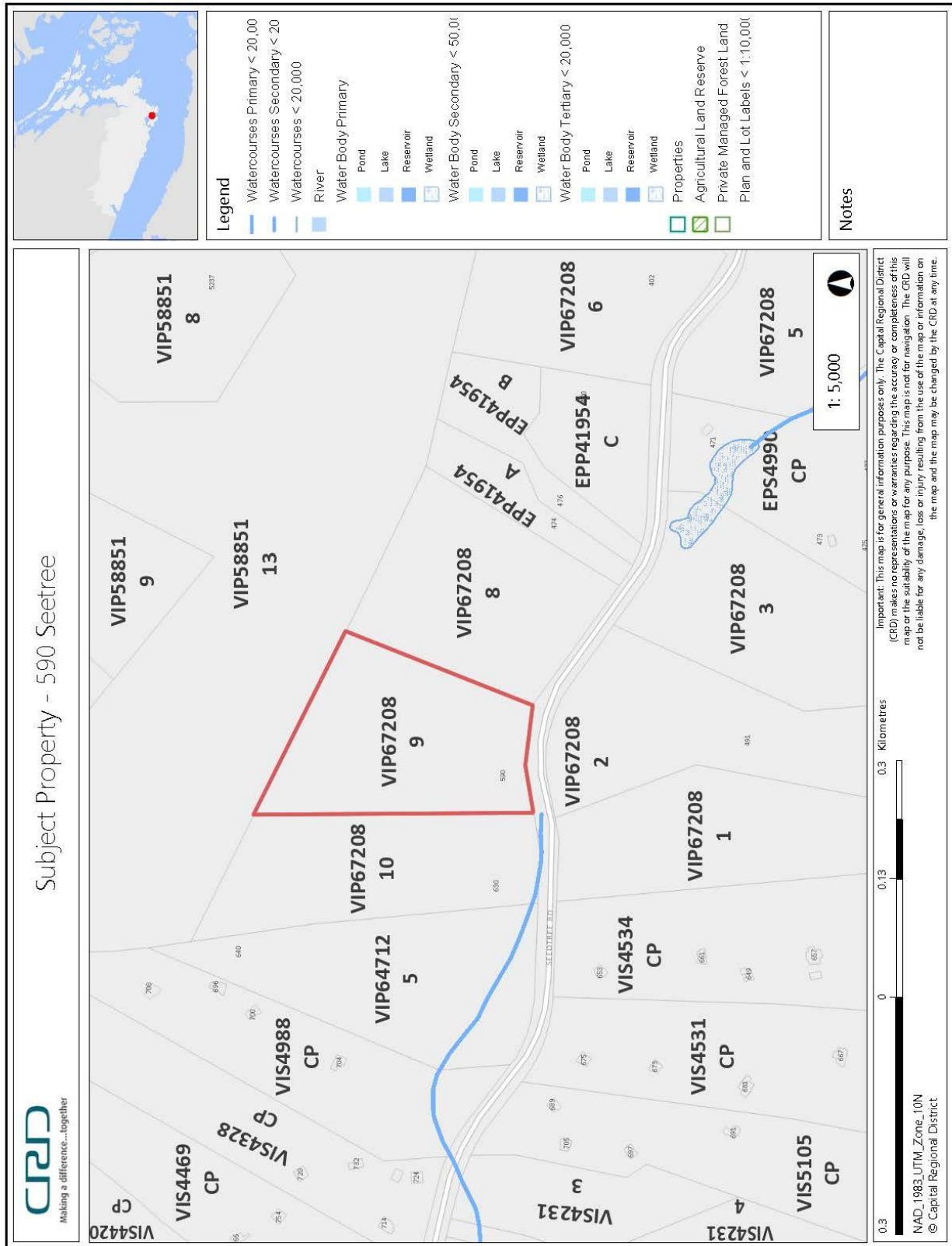
The following information is provided to aid you in reviewing the subdivision proposal:

Lot Size:	4.03 hectares (9.95 acres)
Proposed # of Lots:	4 (1 fee simple and 3 strata)
Zoning:	Rural Residential 6A
RR-6A Zone Min. Lot Size:	1 ha average (2.47 acres average)
Bylaw:	Juan de Fuca Land Use Bylaw (Bylaw 2040)
Land Use Designation:	Settlement (S)
Development Permit Areas:	Steep Slopes, Riparian, and Sensitive Ecosystem DP areas
Services:	East Sooke Fire Protection Service Area Individual on-site septic systems Individual groundwater wells
5% Land Area:	0.20 ha
2020 Assessed Land Value:	\$474,000
5% Assessed Equivalent:	\$23,700

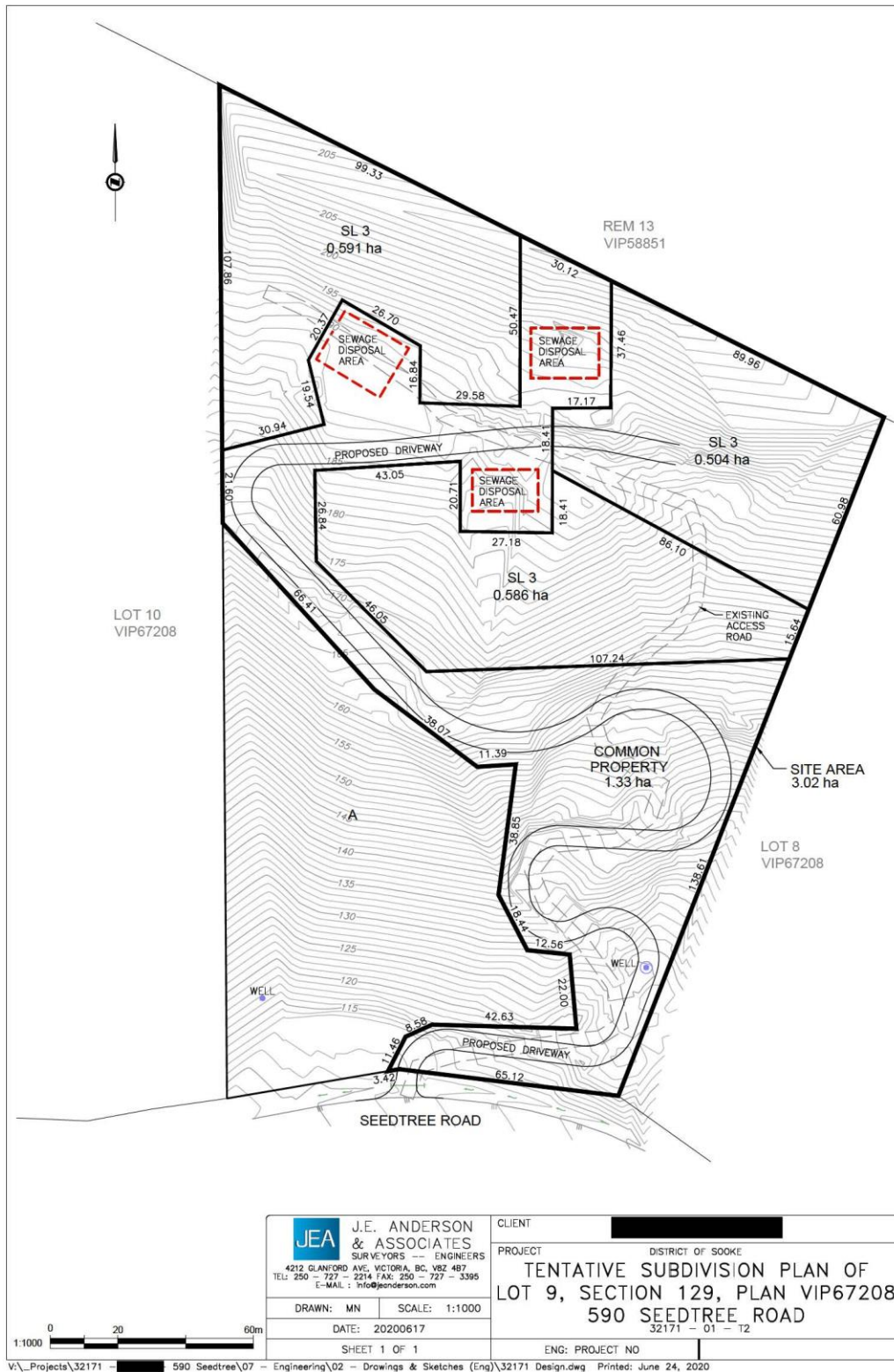
ATTACHMENTS:

- Appendix A: Property Location Map
- Appendix B: Proposed Subdivision Plan
- Appendix C: November 27, 2018 Parks Minutes
- Appendix D: Section 510 LGA

Appendix A: Property Location Map



Appendix B: Proposed Subdivision Plan (2 Lot and 3 Lot Strata Combined)



Appendix C: November 27, 2018 Parks Minutes

5. Delegation – Local Area Planning

a) Rezoning Application - RZ000260 - Lot 9, Section 129, Sooke District, Plan VIP67208 (590 Seedtree Road)

Emma Taylor spoke to the staff report and the request to rezone the subject property from Rural A to Rural Residential 6A (RR-6A) for the purpose of permitting a 4-lot bare land strata subdivision as an alternative to a building strata. Emma Taylor outlined the professional reports received to support the rezoning and requirement for future development permit applications during the subdivision application process. Emma Taylor confirmed that building sites have yet to be identified and that the East Sooke OCP does not provide specific park and trail policies for the subject property. It was further confirmed that, should the rezoning and subdivision application proceed, provision of park land pursuant to Section 510 of the *Local Government Act* will be required.

Don Closson presented photos taken at the November 26 site visit attended by Commissioners. Don Closson confirmed that there are no community parks in the vicinity of the subject property and that the adjacent property to the north of the subject property is accessed from Mt. Matheson Road.

Commission comments included:

- subject property is steep
- pedestrians would have to walk the same distance up Seedtree Road and Mt. Matheson Road to access a potential trail network through the subject property leading to Mt. Matheson Road
- park dedication through the subject property would provide limited community use

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Kimmel that the Commission receive the report for rezoning application RZ000260 and that the Commission consider park dedication at the time of subdivision.

CARRIED

Requirement for provision of park land or payment for parks purposes

- 510** (1) Subject to this section and section 516 (3) (h) and (4) [*phased development agreement rules*], an owner of land being subdivided must, at the owner's option,
- (a) provide, without compensation, park land of an amount and in a location acceptable to the local government, or
 - (b) pay to the municipality or regional district an amount that equals the market value of the land that may be required for park land purposes under this section as determined under subsection (6) of this section.
- (2) Despite subsection (1),
- (a) if a regional district does not provide a community parks service, the option under subsection (1) (b) does not apply and the owner must provide land in accordance with subsection (1) (a), and
 - (b) subject to paragraph (a), if an official community plan contains policies and designations respecting the location and type of future parks, the local government may determine whether the owner must provide land under subsection (1) (a) or money under subsection (1) (b).
- (3) Subsection (1) does not apply to the following:
- (a) subject to subsection (4), a subdivision by which fewer than 3 additional lots would be created;
 - (b) a subdivision by which the smallest lot being created is larger than 2 hectares;
 - (c) a consolidation of existing parcels.
- (4) Subsection (1) does apply to a subdivision by which fewer than 3 additional lots would be created if the parcel proposed to be subdivided was itself created by subdivision within the past 5 years.
- (5) The amount of land that may be required under subsection (1) (a) or used for establishing the amount that may be paid under subsection (1) (b) must not exceed 5% of the land being proposed for subdivision.
- (6) If an owner is to pay money under subsection (1) (b), the value of the land is whichever of the following is applicable:
- (a) if the local government and the owner agree on a value for the land, the value on which they have agreed;
 - (b) the average market value of all the land in the proposed subdivision calculated
 - (i) as that value would be on the date of preliminary approval of the subdivision or, if no preliminary approval is given, a date within 90 days before the final approval of the subdivision,
 - (ii) as though the land is zoned to permit the proposed use, and
 - (iii) as though any works and services necessary to the subdivision have not been installed.
- (7) If an owner and a local government do not agree on the average market value for the purpose of subsection (6), it must be determined in the manner prescribed in the regulations that the minister may make for this purpose.
- (8) If an area of land has been used to calculate the amount of land or money provided or paid under this section, that area must not be taken into account for a subsequent entitlement under subsection (1) in respect of any future subdivision of the land.

(9) Subject to subsection (11), the land or payment required under subsection (1) must be provided or paid to a municipality or regional district as follows

(a) subject to paragraph (b), before final approval of the subdivision is given;

(b) if the owner and the local government enter into an agreement that the land or payment be provided or paid by a date specified in the agreement, after final approval of the subdivision has been given.

(10) Notice of an agreement under subsection (9) (b) must be filed with the registrar of land titles in the same manner as a notice of a permit may be filed and section 503 *[notice of permit on land title]* applies.

(11) Despite subsection (9), the minister may, by regulation,

(a) authorize the payment that may be required by this section to be made by instalments, and

(b) prescribe the conditions under which instalments may be paid.

(12) If land is provided for park land under this section, the land must be shown as park on the plan of subdivision.

(13) Section 107 *[deposit in land title office operates to dedicate and vest park land]* of the *Land Title Act* applies to park land referred to in subsection (12), except that,

(a) in the case of land within a municipality, title vests in the municipality, and

(b) in the case of land outside a municipality, title vests in the regional district if it provides a community parks service.

(14) If an owner pays money for park land under this section, the municipality or regional district must deposit this in a reserve fund established for the purpose of acquiring park lands.