

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

Notice of Meeting on Tuesday, **November 24, 2020 at 3 pm**

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

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### AGENDA

1. Approval of Agenda
2. Adoption of Minutes of October 27, 2020
3. Chair's Report
4. Director's Report
5. Staff Report
  - a) Staff News
6. New Business
  - a) Recreation Program Delivery
  - b) Friends of Coppermine Park - Stewardship Strategic Plan for 2021-2026
7. Unfinished Business
  - a) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw
  - b) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions
  - c) Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)
  - d) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
  - e) Park Volunteerism
8. Next Meeting: January 26, 2021
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](mailto:jdfinfo@crd.bc.ca). Should you wish to attend electronically, please contact us by email at [jdfinfo@crd.bc.ca](mailto: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, October 27, 2020, at the Juan de Fuca Local Area Services Building,  
3 – 7450 Butler Road, Otter Point, BC**

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**PRESENT:** S. Jorna (Chair) (EP), J. Gaston (EP), Director M. Hicks, P. Sloan (EP)  
**Staff:** D. Closson, Manager, Juan de Fuca Community Parks and Recreation;  
W. Miller, Recorder (EP)  
**ABSENT:** V. Braunschweig, B. Croteau, A. Marchand  
**PUBLIC:** 1 (EP)

EP – Electronic Participation

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

**1. Approval of the Agenda**

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

**2. Adoption of the Minutes of September 22, 2020**

**MOVED** by Commissioner Gaston, **SECONDED** by Commissioner Sloan that the minutes from the meeting of September 22, 2020, be adopted. **CARRIED**

**3. Chair's Report**

The Chair welcomed the public attendee to the meeting.

**4. Director's Report**

No report.

Staff noted that Director Hicks may not be able to attend the meeting in full and that two motions are requested from the Commission.

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner Gaston that the Commission consider the 2021 Provisional Budget followed by Subdivision Applications SU000725/SU000726. **CARRIED**

**5. New Business**

**a) 2021 Provisional Budget Review**

Don Closson reported that:

- 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

Don Closson directed attention to the Community Parks (405) and Community Recreation (408) budgets as included in the agenda package.

The Chair stated support for development of Weiland Trail and remediation of the dam at Carpenter Road Park being identified on the Capital Plan for the Parks budget.

Don Closson confirmed that it is anticipated that the Capital Plan will be amended before the end of the year to identify resurfacing of the tennis court in Port Renfrew. As requested by Director Hicks, staff will apply to the Community Works Fund (CWF) to secure funds to obtain the appropriate quotes and operational notifications/permits so that work may commence in spring 2021.

The Chair noted that it appears that the Recreation budget is being underspent.

Don Closson reported that:

- at the time that the Commission reviewed its 2020 Provisional Budget, comment was received from Director Hicks supporting endeavours to amalgamate the Community Parks budget and the Community Recreation budget through an amendment to the Commission's bylaw, which would support greater funding flexibility
- this interest and interest in amending the Commission's bylaw to clarify the operation/structure of the Commission has been relayed to CRD Legislative and Legal Services for review
- there has been decrease in revenue in the Parks budget due to a reduction in park permit fees and an increase in revenue in the Recreation budget due to a decrease in contract program costs as a result of COVID-19
- it is hoped that permit activity and contract programming will resume in 2021 and, as such, there will be no reduction in budget funding
- unspent budget funds will be allocated to capital

The Chair requested that recreation program delivery be added to the next agenda to review current program practices as well as program opportunities.

Director Hicks reported that:

- recreation programs for Juan de Fuca residents are also offered through the SEAPARC Leisure Complex
- maintaining program offerings at SEAPARC has been tough due to COVID-19
- now is not the time to expand program offerings
- the CWF can be used to support parks and recreation initiatives

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the Commission recommend approval of the Community Parks budget and the Community Recreation budget, as presented. **CARRIED**

## 6. Unfinished Business

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

Don Closson reported that, at its September 22, 2020 meeting, the Commission considered a subdivision referral from Community Planning. At that meeting, the

Commission requested that staff contact the landowner of the property (Lot 13) to the north of 590 Seedtree Road.

Don Closson advised he and the landowner walked Lot 13 on October 7, 2020. The Commission's interest in establishing a trail network from Mt. Matheson Road to Seedtree Road was communicated to the landowner. The landowner relayed that the property is not under consideration for development and that it is held for its considerable conservation values. Don Closson relayed that the property has been logged but is re-vegetated. Staff highlighted photos from the site visit.

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommend to the Juan de Fuca Land Use Committee that the requirement for park land dedication in accordance with Section 510 of the *Local Government Act*, for proposed subdivision of Lot 9, Section 129, Sooke District, Plan VIP67208 (SU000725/726), be received in the form of cash-in-lieu. **CARRIED**

Director Hicks confirmed that he can attend the meeting in full.

## 7. Staff Reports

### a) Staff News

#### **Recreation Programs**

All contract recreation programs are on hold at this time.

#### **Bylaw No. 3763 Amendment**

Further to discussion under New Business, staff confirmed that the bylaw amendments discussed with CRD Legislative and Legal Services can be presented to the Commission at its November meeting.

#### **Carpenter Road Dam Inspection**

Discussed under New Business.

#### **Volunteer List and Insurance Form Update**

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. New volunteer applications are welcome and can be received at any time.

#### **Possible Trespass at Seagirt Ponds Community Park**

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

- Bylaw Enforcement attended the site and spoke to an adjacent landowner
- as confirmed by the landowner, tree cutting was done by a contractor at the request landowner
- Bylaw Enforcement has relayed that degree of trespass would need to be determined by survey
- a survey could be costly in relation to the damage caused by the trespass
- the landowner has agreed to leave the wood where it remains



- he will contact the Seagirt Ponds Preservation Society and the landowner to discuss revegetation/compensation options
- an update will be provided to the Commission

#### **Priest Cabin Access Agreement**

Don Closson reported that:

- there is no update on the access agreement between the CRD, the JdF EA and the land owner
- staff are still able to use the access in the interim
- a connection route between Priest Cabin Park and the right-of-way which leads north towards the “Matterhorn” has been determined
- it is anticipated staff will clear in 2021
- anticipated clearing work has been communicated to the landowner affected

#### **Port Renfrew Community Centre**

Don Closson advised that:

- the generator was serviced by a contractor on October 15, 2020
- further servicing will be required as deficiencies were found
- he worked with CRD Real Estate to finalize a short term lease agreement with Elections BC for the October 24 provincial election

#### **Port Renfrew Tennis Court Resurfacing**

Don Closson reported that, as discussed under New Business, a CWF application will be submitted to support resurfacing of the tennis in Port Renfrew in 2021. At this time, the court is in disrepair. Areas of the court are sinking which is causing water to collect and puddle. Full scope of the project is still under review but there may be archaeological and/or contamination site implications to consider.

Director Hicks reported that no archaeological or contamination site implications are anticipated as the existing site will not be altered. It was confirmed that the existing court will be resurfaced and new nets and hoops purchased to support a multi-use sport court.

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

Detailed review to be scheduled in 2021.

#### **William Simmons Trail Work/Otter Point Road Improvement**

Don Closson report that:

- the picnic table and bench for the Phase 3 site are under construction
- the Ministry of Transportation and Infrastructure (MoTI) still needs to complete a section of split-rail fencing as well as remediation of the park area located at Otter Point and Butler Road that has been used by the project contractor as a staging area
- the MoTI has also been approached regarding paving the public gravel road that runs between the JdF Local Area Services Building and the north-west parking lot for William Simmons

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

Further to the media releases shared with Commissioners in August and September, Don Closson reported that he met with Regional Parks Planners and JdF Community Planning staff on October 21 to review these initiatives. It was confirmed that draft plans will be provided for the Commission's review/comment when the plans are released by the CRD Board.

The Chair returned discussion to Unfinished Business items b) – f).

**8. Unfinished Business Continued**

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

Discussed under Staff News.

**f) Park Volunteerism**

The Chair reported that Daphne has been identified near the eastern parking lot at William Simmons. The Chair questioned if staff would support volunteer removal of the invasive species. Don Closson advised that JdF Community Parks volunteers can initiate removal.

**9. Next Meeting**

November 24, 2020

**10. Adjournment**

The meeting adjourned at 4:04 pm.

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Sid Jorna, Chair

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Wendy Miller, Recorder



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**STAFF REPORT TO THE  
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION  
MEETING OF TUESDAY, NOVEMBER 24, 2020**

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**SUBJECT:** Staff News

**ISSUE:** Information

**Bylaw No. 3763 Amendment**

Further to comments made at the October 27, 2020 meeting, the following background information on amendments proposed to Bylaw No. 3763, "Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011" is provided for the Commission's information:

- prior to the incorporation of the District of Sooke (DoS), community parks in the Sooke Electoral Area were administered by the Sooke & Electoral Area Parks and Recreation Commission (SEAPARC)
- to recognize the incorporation of the DoS, the SEAPARC bylaw was amended to specify the establishment of a Parks Committee consisting of members representing areas of the Juan de Fuca Electoral Area (JdF EA)
- in 2004, Bylaw No. 3243 established a commission for community parks in the JdF EA
- at the time that Bylaw No. 3243 was adopted, the Commission was granted all administrative powers of the CRD Board with respect to acquisition and administration of community parks as well as development, maintenance and operation of community parks
- in 2011, Bylaw No. 3763 was adopted, changing the commissions' (JdF and Salt Spring) delegated authority to advisory
- in July 2019, the Director requested that Bylaw No. 3763 be amended to reflect desired changes to the operation/structure of the Commission
- additional comment was received from the Director at the October 2019 meeting supporting endeavours previously made to amalgamate the Community Parks budget and the Community Recreation budget
- JdF Community Parks and Recreation staff and JdF Community Planning drafted changes to Bylaw No. 3763 in response to the Director's July request
- the Manager and JdF Community Planning staff met with CRD Regional Parks staff and CRD Corporate Services (Legislative and Legal Services) staff to review the proposed amendments in February 2020
- at that meeting, discussion focussed on opportunity to create a bylaw for each Commission as well opportunity to clarify that the JdF Commission has a dual reporting role as it reports to the Electoral Areas Committee and to the Juan de Fuca Land Use Committee regarding Part 14 decisions under the *Local Government Act* (Planning and Land Use Management)
- there was also discussion regarding amending the bylaw to acknowledge that the Commission makes recommendations pertaining to access to water requirements in accordance with the *Land Title Act* and the CRD's Public Access to Water Agreement with the Ministry of Transportation and Infrastructure as well housekeeping text amendments to refine membership representation and the role of the Director
- at this same meeting, staff brought up opportunity to amalgamate the Community Parks budget and the Community Recreation budget
- separate budgets for community parks and community recreation were created by Supplementary Letters Patent in 1975

- a combined community parks and recreation budget was proposed by Bylaw No. 3767, which would support greater funding flexibility
- Bylaw No. 3767 was given first, second and third reading by the CRD Board on August 14, 2013
- Bylaw No. 3767 did not return to the CRD Board for adoption
- CRD Corporate Services was receptive to the input provided by JdF staff, advising that a comprehensive commission bylaw review is anticipated in 2021/2022
- no information has been relayed regarding the status of the review

Bylaw No. 3763 with proposed amendments is provided.

### **Carpenter Road Dam Inspection**

The Manager has contacted three contractors able to conduct a dam inspection and risk assessment for Carpenter Road Park dam. Funding for this project was received through the Community Works Fund (Gas Tax) and will be available for 2021.

### **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.

The Manager met with the landowner on November 9, 2020 and discussed options for addressing the possible trespass and tree cutting. The landowner is required to send a proposal to address the concern to the Manager. Some form of compensation and possible bylaw action is anticipated.

No response received as of November 18, 2020.

### **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.

No update as of November 18, 2020.

### **Port Renfrew Community Centre**

The CRD Real Estate Program is negotiating with the Canada Post Operator on a lease renewal for the square footage the Post Office is occupying at the Port Renfrew Community Centre. Resolution of the lease agreement is anticipated prior to yearend. No increase of fee structure is anticipated for this renewal.

The Manager has authorized the purchase of three entrance mats to address wet conditions at the entrance which should help to prevent slipping and water pooling. These were delivered to the Community Centre on November 18, 2020.

The Manager arranged for the generator to be serviced on October 15, 2020. Additional servicing required as certain deficiencies were found. The repair contractor has received the replacement parts required and is scheduling a date for repair. No date had been determined as of November 18, 2020.

#### **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 will be forwarded to the Society for review and, once concurrence has been reached, the agreement will be forwarded to CRD Legal Services with the intention to sign the renewal in April 2021.

There have also been reports (November 14) of trees down along the trail at Sheringham Point Community Park. The Manager will confirm the extent of the tree situation on November 18, 2020 and schedule clearing efforts depending on severity.

#### **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.

Application for the funding has been advanced by the Manager and a decision on approval is pending as of November 18, 2020.

#### **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. The construction and installation of these items is anticipated by mid-December.

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.

### **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, met and recommended approval of 2021 Provisional Budget.

CRD Board approval of the 2021 Financial Plan is scheduled for March 2021.

### **Garry Oak Ecosystem Restoration Inquiry**

The Manager has been contacted by the Habitat Acquisition Trust (HAT) to investigate Garry Oak restoration opportunities at a currently unknown location in the Electoral Area.

The Manager has reached out to HAT for specifics to determine viability of this request. This could involve local volunteers depending the nature of the remediation required.

### **Recreation Program Delivery**

Further to the comment received at the October 27, 2020 meeting, the following background information is provided for discussion under New Business:

- upon opening of the JdF Local Area Services Building in 2014, the CRD Executive Leadership Team endorsed approval of a policy for use of the meeting space
- the policy outlines that JdF CRD meetings have priority use of the meeting space
- the policy supports use of the meeting space by not-for-profit JdF groups as well as by JdF Electoral Area Parks and Recreation Commission sponsored recreation programs
- in June of this year, the decision was made to restrict use of the meeting room to CRD meetings due to COVID-19
- prior to this closure, the meeting space was being used to host a movement program and a yoga program sponsored by the Commission with additional interest expressed in using the space for a meditation program
- since the closure, interest has been received for use of the space by participants from a tai chi program and by another yoga instructor
- through the summer and fall, there was an increase in park permits for recreational programs including a yoga program at Coppermine Park, a summer camp program at William Simmons Park as well as a permit for use of William Simmons by Scouts Canada
- the Commission continues to sponsor a karate program offered out of East Sooke and Shirley as well as the Juan de Fuca Community Trails Society hiking program

Submitted by:	Don Closson, Manager, Parks and Recreation, Juan de Fuca Electoral Area
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CAPITAL REGIONAL DISTRICT

BYLAW NO. 3763

.....

A BYLAW FOR THE CONTINUATION OF A PARKS AND RECREATION ADVISORY COMMISSIONS IN THE ELECTORAL AREAS OF JUAN DE FUCA ELECTORAL AREA AND SALT SPRING ISLAND

.....

**WHEREAS:**

- A. By Supplementary Letters Patent dated the 28th day of August 1975, as amended, the power to acquire, develop, operate and maintain community parks within the electoral areas was conferred on the Capital Regional District;
- B. By Supplementary Letters Patent dated the 3rd day of October 1975, as amended, the power to undertake community recreational programming within the electoral areas was conferred on the Capital Regional District;

C. The Capital Regional District Board may establish a Commission under Section 263 (1)(g) of the Local Government Act to delegate advisory powers to the Commissions;

C.D. The Electoral Areas of Salt Spring Island and Juan de Fuca Electoral Area each have has a community parks and recreation commission;

D.E. The Capital Regional District Board may establish a Commission under Section 176(1)(g) of the Local Government Act to delegate advisory powers to the Commissions;

E: The Capital Regional District wishes to establish a bylaw for the management of the Juan de Fuca Electoral Area Community Parks and Recreation Advisory Commissions.

**NOW THEREFORE** the Board of the Capital Regional District, in open meeting assembled, enacts as follows:

1. Interpretation

This bylaw includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this bylaw.

2.1. Definitions

In this bylaw unless the context otherwise requires:

"ALTERNATE DIRECTOR" means the individual appointed by the Juan de Fuca Electoral Area Director to act in the Director's absence in accordance with the Local Government Act;

"BUDGET" means the 5-year financial plan (operating and capital);

"COMMISSION" means a commission established by the Capital Regional District under this Bylaw, or another Bylaw of the Capital Regional District;

"DIRECTOR" means the ~~Electoral Area Director for the Electoral Area in which the Commission is established~~ individual elected as the Juan de Fuca Electoral Area Director of the Regional District;

"ELECTORAL AREAS COMMITTEE" means the standing committee established by the Regional Board that oversees services in the electoral areas.

"JUAN DE FUCA LAND USE COMMITTEE" means the committee established by the Capital Regional District by Bylaw No. 3166;

"REGIONAL BOARD" means the Capital Regional District Board;

"REGIONAL DISTRICT" means the Capital Regional District;

"REPRESENTATIVE" means a Juan de Fuca Electoral Area resident, elector or property owner.

~~"SCHEDULES" means the schedules or a schedule attached to and forming part of this Bylaw;~~

### 3.2. Parks and Recreation Commissions

- (a) The Commissions established by Bylaw No. 3243 under the Juan de Fuca Electoral Area Parks and Recreation Commission Bylaw No. 1, 2008 and Salt Spring Island Parks and Recreation Commission Bylaw No. 1, 2010, ~~are~~ is continued and known as: the

~~(i) "Juan de Fuca Electoral Area Community Parks and Recreation Advisory Commission";~~

~~(ii) "Salt Spring Island Parks and Recreation Advisory Commission".~~

- (b) The terms of office of the existing members of the Commissions shall continue until their expiry under Bylaw No. 3487 and Bylaw No. 3690763.

### 4.3. Membership

~~Unless otherwise specified in the Schedules, a~~The Commissions shall consist of up to nine ~~(9) members representatives appointed by the Regional Board representing the Juan de Fuca Electoral Area~~ as follows:

- (a) ~~The Director representing the Electoral Area; and~~



- (a) ~~NineEight (89) individuals appointed by the Regional Board representing the Electoral Area.~~

- i. ~~(a) —One (1) individual representing each of the following areas: Port Renfrew, Shirley, Jordan River, Willis Point and Malahat.~~
- ii. ~~(b) —Two (2) individuals representing each of the areas of Otter Point and East Sooke;~~
- iii. ~~(c) —Where representation from the areas within (a) or (b) cannot be achieved, a representative may be selected from within the Juan de Fuca Electoral Area.~~

- (b) ~~No Electoral Area Director or Alternate Director shall be eligible to be appointed as a member of the Commission. The Electoral Area Director or his or her Alternate can attend any meeting or special meeting of the Commission in a resource capacity.~~

**Commented [WM1]:** Consider providing a member for the community of Shirley and the community of Jordan River

#### 5.4. Term of Office

The term of office for a member of a Commission ~~other than the Director~~ shall be as follows:

- (a) For a two (2) year period commencing the first day of January following each such appointment or until their successors are appointed; and
- (b) Four (4) of the appointees shall be appointed in one year and the other four (4) shall be appointed in the succeeding year.

#### 6.5. Appointment

- (a) All vacancies on a Commission must be advertised or posted locally for at least thirty (30) days.
- (b) Recommendations for all appointments shall be made to the Director who will then make a recommendation to the Regional Board.
- (c) The Director is guided by but not bound by a Commission's recommendation.
- (d) Before the 1<sup>st</sup> of January every year, the Regional Board shall appoint or re-appoint members to the Commission to fill the terms of office of the members whose term expires as of the 31<sup>st</sup> of December in each year.
- (e) In the event of death, resignation or disqualification of a member of a Commission, the Regional Board shall appoint a successor for the remainder of such member's term.

- (f) A member who fails to attend three (3) consecutive regular meetings without the permission of a Commission may have their appointment to the Commission terminated.
- (g) No appointee may serve more than three (3) consecutive terms, except as indicated in Section 6 (h).
- (h) At the request of the Director and under unique circumstances, such as a failure to attract nominations after thirty (30) days of appropriate notice of vacancy, the Regional Board may extend a Commission member's term beyond the six (6) year limit.

#### 7-6. Commission Procedure

- (a) A Commission must, at its first meeting in January of each year, ~~by secret ballot,~~ elect a Chair and Vice Chair from among its members.
- (b) For the conduct of business each member of a Commission shall have one vote.
- (c) The rules and procedures which govern the Regional Board shall apply to a Commission where applicable.
- ~~(d) Meetings are open to the public.~~
- (e) A quorum of ~~the~~ Commission is a majority of its members.
- (f) If, as a result of a members of ~~the~~ Commission declaring a conflict of interest in relation to a matter and, as a consequence, there is no longer a quorum of members of the Commission to decide on a particular issue, the issue shall be referred to the Regional Board Electoral Areas Committee or Juan de Fuca Land Use Committee for a decision.

#### 8-7. Delegation of Powers and Duties of the Commission

- (a) The Commission may make recommendations to the Manager, Juan de Fuca Community Parks and Recreation. The Regional Board hereby delegates to a Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional District Delegation Bylaw advisory powers with respect to the development, maintenance, and operation of community parks, recreational facilities and equipment and the organization and conduct of recreational programs.
- (b) The Commission may make recommendations to the Manager, Juan de Fuca Community Parks and Recreation, with respect to recreation services and facilities fees.

**Commented [WM2]:** Motion required every year as per Bylaw No. 3623.

- (c) The Commission may make recommendations to the Juan de Fuca Land Use Committee on zoning amendments, official community plan amendments, or any land use planning matter referred to the Commission by the Juan de Fuca Land Use Committee or Regional Board.
- (d) The Commission may make recommendations to the Juan de Fuca Land Use Committee regarding the acquisition of additional park lands.
- (e) The Commission may make recommendations to the Manager, Juan de Fuca Community Parks and Recreation, pertaining to access to water in accordance with Section 75 of the Land Title Act and the CRD's Memorandum of Understanding with the Ministry of Transportation and Infrastructure.
- (f) TheA Commission shall approve a strategic community parks plan ~~and recommend to the Regional Board the acquisition of additional park lands.~~

#### 9-8. Budget

On or before the 30<sup>th</sup> day of November in each year, the Commission shall provide advice and recommend approval on 5-year operating and capital budgets covering the anticipated costs of acquisition, development, maintenance and operation of community parks, recreational facilities and equipment and of the organization and conduct of community recreational programs, together with any estimates of expected revenues.

**Commented [WM3]:** Updated language to be requested from CRD Finance

#### 10-9. Repeal

- (a) Bylaw No. 3487, cited as "Juan de Fuca Electoral Area Parks and Recreation Commission Bylaw No. 1, 2008" is hereby repealed in so far as it deals with matters of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission.-
- (b) Bylaw No. 3690, cited as "Salt Spring Island Parks and Recreation Commission Bylaw No. 1, 2010" is hereby repealed.

#### 12-10. Citation

This bylaw may be cited as "Juan de Fuca ~~and Salt Spring Island~~ Parks and Recreation ~~Advisory Commissions~~ Bylaw No. 1, 2019."

READ A FIRST TIME THIS	<u>11<sup>th</sup></u>	day of	May	<u>2011</u>
READ A SECOND TIME THIS	<u>11<sup>th</sup></u>	day of	May	<u>2011</u>
READ A THIRD TIME THIS	<u>11<sup>th</sup></u>	day of	May	<u>2011</u>

ADOPTED THIS

~~11<sup>th</sup>~~ day of

May

~~2011~~

Original signed by Geoff Young  
CHAIR

Original signed by Sonia Santarossa  
CORPORATE OFFICER

#### **SCHEDULE A: ~~Juan de Fuca~~**

##### **1. ~~Definitions~~**

~~In this bylaw, as applies to the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission, unless context otherwise requires: —~~

~~"DIRECTOR" means the Electoral Area Director for Juan de Fuca;~~

~~"COMMISSION" means the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission;~~

##### **2. ~~Membership~~**

~~— Despite Section 4 (b) of this Bylaw, membership shall be as follows:~~

~~(a) — One (1) individual representing each of the following areas: Port Renfrew, Shirley/Jordan River, Willis Point and Malahat;~~

~~— (b) — Two (2) individuals representing each of the areas of Otter Point and East Sooke;~~

~~(c) — Where representation from the areas within (a) or (b) cannot be achieved, a representative may be selected from the Juan de Fuca Electoral Area.~~

## **SCHEDULE B: Salt Spring Island**

### **1. Definitions**

~~In this bylaw, as applies to the Salt Spring Island Parks and Recreation Advisory Commission, unless context otherwise requires: —~~

~~“DIRECTOR” means the Electoral Area Director for Salt Spring Island;~~

~~“COMMISSION” means the Salt Spring Island Parks and Recreation Advisory Commission;~~



# COPPERMINE PARK

## 2021-2026 STEWARDSHIP STRATEGY

### EAST SOOKE, B.C.



## FUN—FAMILY—PLAY



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# **COPPERMINE PARK STEWARDSHIP STRATEGY**

## **Friends of Coppermine Park Society**

### **2021 - 2026**

**Under the Coppermine Park Stewardship Agreement May 1, 2012, with the CRD/Juan de Fuca Parks & Recreation, Friends of Coppermine Park Society presents a five year plan 2021-2026.**

#### **Plan**

**The purpose of the Friends of Coppermine Park Society is to encourage community participation in activities, events and usage of Coppermine Park.**

#### **Description**

**East Sooke community of 1,800 plus residents which has seen an Increase in population over the past ten years. Park use sage is on the increase with locals and visitors to the area.**

**Coppermine Park is an Intensive use park, located on the corner of East Sooke Road & Coppermine Road in East Sooke, which offers residents and visitors a variety of usages.**

**The years since its inscription in 1985, the park evolved with development by the East Sooke Community Association, Seaparc, and others over the years, and maintained by the community later Seaparc, and today CRD/ Juan de Fuca Parks & Recreation, with a Stewardship Agreement with the Friends of Coppermine Park Society.**

**The property includes:**

**Children's Playground**

**Picnic & Event Shelter**

**Multi Function Tennis Court**

**Little League Baseball Field**



## ACCOMPLISHMENTS FROM THE STEWARDSHIP STRATEGY

From 2015—2020

We pleased to inform you of the following accomplishments and improvements to Coppermine Park during the years of 2015—2020



With the donation of \$5,000 from Friends of Coppermine Park, and a Grant in Aid from the CRD thru Director Hicks, we are happy to announce our latest addition to the park.

With five years of planning, community politics, procedures, permits, inspections and building the goal was finally achieved and a community celebration was held September 2019.

A sincere thank you to the volunteers who came forward to assist in the project and those who worked hard to earn the funds for the donation,. Thank you to the ES Fire for the donation of the tree exchanged for timber.

The shelter can host a variety of uses from picnics to bbq's, music, art, demonstrations, weddings and birthday events.

### PICNIC & EVENT

**Free Event**

**Friends of Coppermine Park Society**  
Come celebrate our new Picnic Shelter



**FAMILY FUN DAY**

**COPPERMINE PARK**  
**Sunday, Sept. 15th**

**Live Music by Local Musicians**  
Bring a lawn chair & listen to the music

**1 pm to 4 pm**

**Bouncy Houses**

**Fire Trucks**

**Face Painting**

**Drone Demos**

**Karate Demo**

**REFRESHMENTS**



**JdF Search & Rescue**  
**JdF Emergency Services**  
**JdF & CRD Parks**  
**Bear Aware - Wild Wise Sooke**  
**East Sooke Community Groups**

Event sponsored by  
Friends of Coppermine Park Society  
copperminepark@telus.net



## 2015 - 2020 ACCOMPLISHMENTS FROM THE STEWARDSHIP STRATEGY

### CLIMBING ELEMENTS



Two climbing features with similar posts are were proposed and the Friends of Coppermine Park paid for the materials of these two climbing elements for youngsters to enjoy.



Thank you to Dick Braunschweig who built the climbing features.

Staircase added  
For safety





## 2015-2020 ACCOMPLISHMENTS FROM THE STEWARDSHIP STRATEGY

### Children's Playground



The picnic table fixed to ground to prevent theft.



A climbing ladder was installed to assist children with access to the climbing feature



The basketball hoop was replaced in the playground.



With the adjacent neighbour removing a large stand of trees . A chain link fence was installed to prevent an accident with liability and safety concerns for young children wandering on to the adjacent property while many large trees were being felled.

A gate was also placed along the existing fence along East Sooke Road to keep young children in the playground area to prevent a child wandering on to busy East Sooke Road.



## 2015-2020 ACCOMPLISHMENTS FROM THE STEWARDSHIP STRATEGY

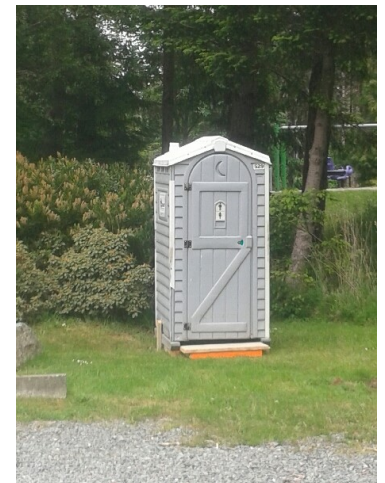
### Multi Use for Tennis Court



**Tennis Court: A new net was installed & Basketball hoop added for Multi Use  
Old Hockey Net available for use**



**A kiosk sign similar to William Simmons Park was installed.**



### Personal Comfort

**With increased usage of the park a request was made to JdF Parks & Rec to have a portable toilet installed for personal convenience & comfort .**



## REVIEW OF THE PRESENT PARK CONDITIONS

### Usage



**As the park stands today September 1, 2020, all areas are frequently used however some improvements need to be made to facilitate better use. Furthermore, proper maintenance and upgrade of the existing equipment is required on an ongoing basis.**

**There is daily usage which includes children playing in the playground, the tennis court gets multi usages, often children use the basketball hoop or play hockey and owners are walking their dogs or pushing strollers with their young children. An annual Easter Egg Hunt is held in the park, and community events whenever possible.**

**Projected phases identified for the park will depend on financial resources, labour and materials.**

**Friends of Coppermine Park Society will work in conjunction with JDF for each proposed initiative for the most cost effective methods possible.**



## Playground

### PROPOSED INITIATIVE GOALS STEWARDSHIP STRATEGY FOR 2021—2026

Due to the age of the present equipment in the playground, regulations prohibit adding items to the existing equipment. New elements can be built in the park as long as they are not attached to the existing equipment otherwise we are looking at \$40,000+ in costs to replace the existing playground equipment which should be updated.

The Juan de Fuca Parks & Recreation division does not have a budget to update the existing equipment .

Request a grant be applied for to upgrade or add additional elements



#### **Proposed:**

- Installation of a ZIP LINE in the playground.
- Establish a Natural Playground plan with activity area for toddlers (see pg 14) with donated oak tree stumps for seats and a log table for young children to play on.
- Build a large chalk board and install on the chain link fence by the swings
- Paint a hop scotch game on the asphalt under basket ball hoop.
- Clearing of an outcropping of rocks to provide more climbing areas for young children.
- Provide a storage box for toys when not being used.
- A new slide would be preferred however we are not sure if this would be permitted.
- Plant cedar trees by outdoor toilet for better appearance.

Estimated costs : Oak Trees by donation hopefully from CRD Regional Parks  
Chalk board \$50                      Paint hop scotch game \$40

Estimated cost : ZIP LINE to be determined                      aprox \$1,500

## **Tennis Court**



## **Multi Use Tennis Court**

The tennis court is multi use for example: playing tennis, hockey games, teaching children to bike ride, and other family activities. Proposal of Pickle Ball Court to add a new feature and use by all ages.

### **Proposed:**

**To provide additional use: PICKLE BALL COURT**

To provide further of use of court available for adults & youth

- Only requirement is to paint the lines on the court



**PROPOSED:  
PICKLE BALL COURT  
Estimated Cost:  
Paint \$150**



## Baseball Field



## Baseball Field Area

Presently the baseball field is not being used to its full potential.

- Review possible multi use of field area
- Recommend resurface the grounds with topsoil and seeding of the lawn
- Recommissioning the existing sprinkler system
- New bases properly installed (the concrete block provided by JdF P& R for a home plate is dangerous)
- If a little league or team is established a low cost simple score board required
- Develop a program thru JdF P&R to play 'little league soft ball' for youngsters
- Soccer and other uses to be reviewed.

Estimated costs:	Existing sprinkler system prepared to turn on	\$ 2,000
	Resurfacing soil and reseeding of lawn	\$ 2,000
	Watering of field during May – Sept. season est.	\$ 500
	Score Board	\$ 500
	Initiate & run Program for summer baseball games	<u>\$ 1,000</u>
	Total	\$ 6,000



## **PROPOSED INITIATIVE GOALS STEWARDSHIP STRATEGY FOR 2021—2026**

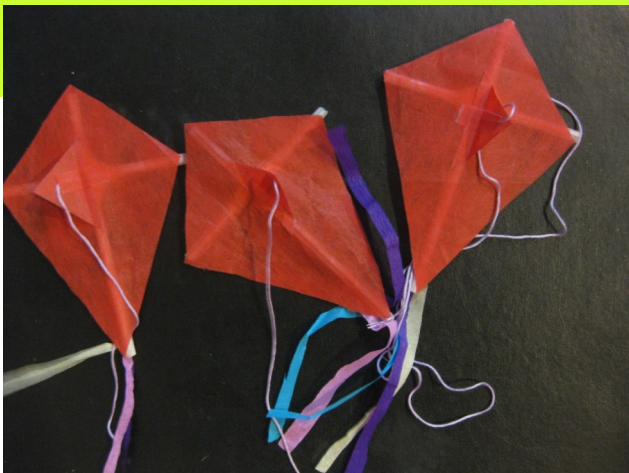
### **PROGRAMS & EVENTS**

Obviously kids love to play, and also find things to entertain themselves with as noted in the above photo.

Unfortunately there are no JdF programs in Coppermine Park. With a large area which includes the baseball field, multi use tennis court and children's playground it would benefit the health and welfare of the community to have a couple of programs made available.



- Sponsorship is requested from the JdF Parks & Recreation to canvas for individuals to present program(s) . This will assist the community as volunteer help is getting harder to get.
- Initiate program thru JdF P&R for games and crafts during the summer while children are out of school.
- Art in the Park - engaging and fun activities encourages healthy attitudes towards the outdoors and environment including activities that list materials from the outdoors, preparation of an art piece and description by the instructor of the material used from the forest .
- Music & Art in the Park, a summer community event-possible Art Grant application.
- Proposed baseball program for the summer vacation time.
- Proposed: outdoor program for children during summer holidays  
example: making and flying a kite or scavenger hut for natural materials
- 



**Estimated costs: unknown due to the hours per program**  
**1-2 hr program x 8 weeks plus materials**  
**\$ 500**

**1-**

**1 hour park program for craft making.**

## Gate

Presently there is an old chain with various locks for a gate to permit work vehicles for access to the baseball field and other grounds.

We would like to see the chain gate replaced with a park gate and lock.

Estimated Cost: get quote thru CRD parks.



Suggested metal gate.



## Parking

There is no off street parking for Coppermine Park, visitors park along Coppermine Road and in the parking lot for the Community Hall which is shared with JdF Search & Rescue. If there is a Search & Rescue training the parking lot fills up , if there is a class or event in the Community Hall the parking lot fills up.

This creates the need for more spaces when both facilities are in use, and space limited on the street.

Parking on Coppermine Road needs to be improved in one area widened a bit, then spaces indicated with landscape ties. Parking face in is essential to maximize sufficient spaces. Estimated designated parking spaces to be 12-16. Permission from MOT will be required

Estimated cost: Fill soil, gravel & landscape ties

\$1000



## INTRODUCTION OF NATURAL PLAYGROUND PLAN 2021-2026

- Establish a Nature Play Spaces with activity area for toddlers & children to play in a natural setting including oak tree stumps for seats and a log table .



- Sponsorship of a National Nature Play Day (June) to celebrate outdoor play and highlight the importance of nature play.
- A Child and Nature Alliance of Canada Annual Event.



Play area Quadra Elementary School, Victoria



- A CRD sponsored program to show the community how to facilitate, sustain and nurture children's play in the park with nature.



### **PARK USAGE FOR ALL AGES:**

Establish areas suitable for a gravel walking path for use by parents with strollers, those wanting to run a course, or walking in general.

Establish a staircase to traverse the hillside adjacent to the Community Hall property hillside.

Presently there is no defined area that is the park and the community hall area. Establish fencing property line with cedar railing in areas needed and chain link along property line by East Sooke Rd.

### **PARK USEAGE FOR OWNERS with PETS:**

Review park usage for possible off leash area for dogs adjacent to the left of the tennis court in the grassy area.

Large signage requiring pets to be kept under control in main part of park.



## **PROPOSED INITIATIVE GOALS STEWARDSHIP STRATEGY FOR 2021—2026**

### **Landscaping**

It is proposed that some landscaping of native plants may enhance the beauty of the park, and a couple of decorative boxes with plants. Top soil and grass seed near the picnic shelter to enhance the appearance. Park bench for the playground.



Estimated cost:	park bench	\$ 1500
	Plant boxes & soil	300

### **Fencing or Landscaping**

The need to fence along the property line near East Sooke Road, to prevent baseballs going out into the roadway needs to be reviewed. Furthermore, very young children are at risk walking out on to this street by the playground, a gate was installed on the fence by the playground and pathway. If a grant can be obtained fence along ES Rd property line.

Alternative: Plant Western Red Cedar Trees of at least 5' in height along property line by East Sooke Rd. Estimated number of trees = 15

Trees would be a low cost alternative and enhance the look of the park.

Estimated cost fencing:	to be quoted	est.	\$8,000
Estimated cost trees:	15 trees @ \$40	est.	\$ 600

### **Signs**

Proposed: A sign with the name Coppermine Park placed in front of the chain link fence facing East Sooke Road by playground.

Sign cost	estimated \$100
-----------	-----------------



### Summary

The Friends of Coppermine Park is a small non-profit society whose resources are very limited, however, they have been working hard to do what they can to facilitate improvements to enhance the usage of the park.

We have outlined some initiatives that can add to the use of Coppermine Park without great expenses, and some larger goals should funding become available.

We contributed the major portion of our funds with the building of the Picnic Shelter in 2019. We will contribute as much as we can, as this is a very used and important park for our community to enjoy.

Families, individuals, and couples use the park daily, and we must see that this park is looked after and appropriate upgrades done. Maintenance needs to be maintained.

Over the past years Juan de Fuca Parks & Recreation has sponsored a karate class held in the Community Hall, however there are no programs sponsored by Juan de Fuca Parks & Recreation focused specifically in Coppermine Park.

We would like to see the development with some programs focused for children and young-families in Coppermine Park

With the new picnic shelter in Coppermine Park, to benefit our community, the shelter can be used for to provide a summer class, host various activities for families and young children, to encourage Art & Music in the park and host private family gatherings and birthday parties.



Improvements have been noted in our Proposed Initiative Goals including designated parking spaces. Coppermine Park is a well used multi purpose park, and must be maintained on a regular basis.

The Friends of Coppermine Park Society looks forward to our 2021-2026 Initiatives and Goals to work in partnership with Juan de Fuca Parks & Recreation to develop and improve the usage of Coppermine Park.

## COPPERMINE PARK STEWARDSHIP STRATEGY 2021-2026

### Approvals

Recommended \_\_\_\_\_  
Valerie Braunschweig  
President  
Friends of Coppermine Park Society  
Date

Recommended \_\_\_\_\_  
Don Closson  
Manager  
Juan de Fuca Parks & Recreation  
Date

Approved: \_\_\_\_\_  
Sid Jorna  
Chair  
Juan de Fuca Parks & Recreation  
Advisory Commission  
Date