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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, November 27, 2018 at the Juan de Fuca Local Area Services Building,  
3 – 7450 Butler Road, Otter Point, BC**

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**PRESENT:** S. Jorna (Vice Chair), C. Bennett, V. Braunschweig, B. Croteau, J. Gaston,  
M. Kimmel, P. Sloan  
**Staff:** D. Closson, Manager, Juan de Fuca Parks and Recreation;  
E. Taylor, Planner, Local Area Planning; W. Miller, Recorder  
**ABSENT:** L. Paterson, W. Vowles (Alternate Director)  
**PUBLIC:** 1

The meeting was called to order at 3:00 p.m.

**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 25, 2018**

Emma Taylor responded to questions from the Commission confirming that:

- the subdivision associated with rezoning application RZ000253 (6400 Block East Sooke Road) will return to the Commission for recommendation related to provision of park land, should the rezoning and subdivision applications proceed
- local Official Community Plans (OCPs) provide park policies to support the acquisition of park land in accordance with the goals and objectives of the Juan de Fuca Community Parks Strategic Plan
- the Juan de Fuca Land Use Committee initiates the process to review OCPs

**MOVED** by Commissioner Gaston, **SECONDED** by Commissioner Kimmel that the minutes from the meeting of September 25, 2018, be adopted, as amended, to reflect that Commissioner Bennett was in attendance.

**CARRIED**

**3. Chair's Report**

Don Closson read aloud well wishes received from the Chair.

**4. Director's Report**

None.

**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**

## 6. Staff Reports

### a) Staff News

#### Community Works Fund Grant Application and BC Rural Dividend Grant – Port Renfrew Tourism Trail

Final Rural Dividend Fund report and follow-up grant survey completed.

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

At its meeting of November 20, 2018, the Juan de Fuca Land Use Committee considered and supported the Commission's recommendation and resolved that:

- a) That the Board motion of November 12, 2014, requesting cash in-lieu of land for subdivision application S-03-14, for Lot 2, District Lot 17, Renfrew District, Plan 32241, be rescinded.
- b) That 5% park land dedication be requested pursuant to Section 510 of the *Local Government Act* for the proposed subdivision of Lot 2, District Lot 17, Renfrew District, Plan 32241 pursuant to securing dedication of land for a trail connection.

It is anticipated that the CRD Board will consider this recommendation at its December meeting.

#### Working with residents at Jordan River on "The Shores Community Park"

Removal of the trailer at "The Shores Community Park" is tied to the contract to demolish the residences at Jordan River. Due to the delay in this contract work, staff is looking at other options to have the trailer removed due to concerns relayed by an adjacent property owner.

Friends of Coppermine Park Society- Picnic Shelter Proposal

This project required a building permit application. This application triggered a “riparian report” as it fell into a riparian Development Permit Area. One Qualified Environmental Professional (QEP) replied to a request for quotes. Don Closson confirmed that he and Jeff Leahy, Senior Manager, Regional Parks, will perform a site visit with the QEP. A report will then be submitted to the General Manager, Planning and Protective Services, to allow the project to proceed.

A Commissioner relayed a request from the Friends of Coppermine Park Society to discuss the location of the picnic shelter.

Port Renfrew Electric Vehicle Charging Station

Final installation pending. CRD Real Estate worked with the contractor to complete a lease to occupy the site.

Priest Cabin Park

Local residents have relayed positive comment regarding the clearing work done to establish a trail from Cedar Coast Drive to Priest Cabin Park. Signage will be posted to promote public access once the trail is complete.

Kemp Lake Fishing Pier and Boat Launch Project

It is anticipated that land improvements will begin in the spring. A site visit with the Commission can be arranged, should there be interest in seeing the site.

JdFEA Recreation Program Guidelines - Review

Draft guidelines were circulated to the membership for discussion.

Commission comments included:

- support for not subsidizing facility rental rates for recreation contractors
- support for subsidized community events/programs and subsidized recreation contractors providing advertising to their target communities
- support for advertising acknowledging the subsidy
- support for stronger Juan de Fuca Community Parks and Recreation branding, including biannual advertising of the programs sponsored by the Commission

Staff confirmed that Commission program offerings are highlighted on the CRD website and in the Rural Observer. Programs offered at the Juan de Fuca Local Area Services Building are also posted on site. Staff further confirmed that guidelines will be presented at the next meeting for approval.

Powerline Removal William Simmons Park

BC Hydro has removed a redundant powerline that used to service a residence at William Simmons Park. Communication lines still require removal.

Post Office Lease Renegotiation Port Renfrew

A two year lease has been renegotiated for the Post Office at the Community Centre in Port Renfrew.

Renegotiation of the Caretaker Lease Agreement – Wrigglesworth Lake

A two year Caretaker Lease Agreement for Wrigglesworth Lake has been renegotiated. Don Closson relayed that he will be meeting with the caretaker to review the accesses from the park to the lake.

**7. New Business**

**a) Review of the Recreation Program Guidelines for Potential Adoption for 2019**

Discussed under Staff News.

**b) Site Visits**

Don Closson advised that an application for a 3-lot subdivision (SU000697) has been received which may provide opportunity to access the water pursuant to Section 75 of the *Land Title Act*. Staff will follow up with the membership regarding a site visit to the subject property.

At this time, Commissioner Kimmel advised that she will not be attending the site visit as she will not be standing for a further term with the Commission. Commissioner Kimmel introduced Aletta Marchand, the new Commissioner who will be representing Shirley/Jordan River in 2019.

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner Sloan that the Commission thank Melody Kimmel for her years of service.

**CARRIED**

Don Closson also extended a thank you to Commissioner Kimmel.

**c) January Meeting Date**

The Commission will meet next on January 29, 2019.

**8. Unfinished Business**

**a) Community Parks Regulations Bylaw, Bylaw No. 3795**

Further to comment made at the September meeting, Don Closson reviewed the regulations related to dogs and camping. Don Closson confirmed that CRD Animal Control Officers can be contacted directly to report dog issues. Further to the motion made at the June meeting, Don Closson confirmed that he has contacted CRD counterparts to discuss the Commission's interest in amending Bylaw No. 3763 to have one member position representing Shirley and one member position representing Jordan River.

**b) Friends of Coppermine Park Society-Picnic Shelter Proposal**

Discussed under Staff News.

**c) Port Renfrew Tourism Trail – Final Report Outstanding**

Discussed under Staff News.

**d) Electric Vehicle Charging Station – Port Renfrew**

Discussed under Staff News.

**e) Priest Cabin Trail Improvements**

Discussed under Staff News.

**f) Recreation Program Guidelines Review**

Discussed under Staff News.

**g) Kemp Lake Fishing Pier and Boat Launch Project**

Discussed under Staff News.

**9. Next Meeting:**

January 29, 2019

**10. Adjournment**

The meeting adjourned at 4:17 p.m.

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Sid Jorna, Vice Chair

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Wendy Miller, Recorder