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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, March 26, 2019 at the Juan de Fuca Local Area Services Building,  
3 – 7450 Butler Road, Otter Point, BC**

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**PRESENT:** S. Jorna (Chair), C. Bennett, V. Braunschweig, J. Gaston, A. Sielopp, P. Sloan  
**Staff:** D. Closson, Manager, Juan de Fuca Parks and Recreation;  
E. Taylor, Planner; W. Miller, Recorder  
**ABSENT:** B. Croteau, A. Marchand, W. Vowles (Alternate Director)  
**PUBLIC:** 0

The meeting was called to order at 3:00 pm

**1. Approval of the Agenda**

**MOVED** by Commissioner Sielopp, **SECONDED** by Commissioner Braunschweig that the agenda be approved. **CARRIED**

**2. Adoption of the Minutes of January 29, 2019**

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the minutes from the meeting of January 29, 2019, be adopted. **CARRIED**

**3. Chair's Report**

The Chair welcomed Commissioner Sielopp, the second representative for East Sooke, to the meeting.

**4. Director's Report**

None.

**5. Delegation – Juan de Fuca Community Planning**

**a) Subdivision Application SU000697 - Lot 93, Renfrew District, Except Part in Plan 23812 (West Coast Road)**

Emma Taylor spoke the staff memo to the Commission and the re-referral for a proposed 3-lot subdivision. It was confirmed that the referral from the Ministry of Transportation and Infrastructure (MoTI) was first considered by the Commission at its meeting of January 9, 2019. At that meeting, the Commission resolved to support a 20 m wide road allowance on the west side of Vye Creek for park interest for a future park trail consistent with the Riparian Areas Regulation (RAR). The MoTI has reported that it does not support road dedication next to the creek due to the possibility of further subdivision and the presence of an existing nearby access that could be expanded.

Emma Taylor directed attention to the new access proposed by the developer, as included in the memo.

Emma Taylor responded to questions from the Commission reporting that the:

- Juan de Fuca Land Use Bylaw, Bylaw No. 2040, supports the provincial Approving Officer approving subdivision of a lot separated by a highway

- dedication of a 20 m wide road allowance on the west side of Vye Creek could support further subdivision of proposed Lot 2
- next dedicated water access west of Vye Creek is located at Sandcut Creek

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner Gaston that the Commission rescind its motion of January 29, 2019, and recommend support for adding a 20 m wide road allowance to the existing access to the west of proposed Lot 2.

Commission comments included:

- the most amendable access to the beach on Lot 93 is at the access to the west of proposed Lot 2
- expansion of the road allowance would support future parking
- parking facilities on the expanded road allowance would deter users from parking on Highway 14
- expansion of the road allowance would provide greater buffering options between 11033 West Coast Road and proposed Lot 2
- expansion of the road allowance would provide a larger wildlife corridor and a more accessible emergency access to water

The Chair called the question.

**CARRIED**

**b) Subdivision Application SU000699/SU000700 - Lot 2, Section 97, Sooke District, Plan 15036 (6400 Block East Sooke Road)**

Emma Taylor spoke to staff memo to the Commission and the referral received from the MoTI for a proposed 9-lot subdivision of Lot 2 on East Sooke Road. It was confirmed that the Commission considered the rezoning application (RZ000253) at its meeting of September 25, 2019. At that time, the Commission recommended support for the application and protection of the proposed wildlife corridor through a multi-party covenant.

Staff responded to questions from the Commission confirming that the:

- wildlife corridor has been included in the plan of subdivision
- comments received from the public support the wildlife corridor
- cash-in-lieu of parkland dedication is based on 9 lots

Commission comments included:

- members of the Commission walked the site
- the subject property is not amendable to trail construction
- there are numerous parks in the vicinity of the subject property
- support for delineation/marketing of the wildlife corridor boundaries

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner Sielopp that the Commission supports subdivision of Lot 2, Section 97, Sooke District, Plan 15036 with the protection of the wildlife corridor secured through a multi-party covenant and that the requirement for park land dedication in accordance with Section 510 of the *Local Government Act*, for proposed subdivision of Lot 2, Section 97, Sooke District, Plan 15036 (SU000699/SU000700), be received in the form of cash-in-lieu.

**CARRIED**

6. Correspondence

a) Friends of Coppermine Park Society

**MOVED** by Commissioner Bennett, **SECONDED** by Commissioner Sielopp that the Commission receive the correspondence from the society which confirms that the society will not be requesting funding support to host an Easter event this year due to the construction of the picnic shelter and which requests that consideration be given to funding stairs to access the hillside and community hall.

**CARRIED**

7. Staff Reports

a) Staff News

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

At its meeting of December 12, 2018, the CRD Board considered and supported the Juan de Fuca Land Use Committee's recommendation

- 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.

Don Closson presented photos from the staff site visit to the property on March 12, 2019. It was determined that there appears to be sufficient area for a walking trail when the 5% park dedication and the 7 m foreshore setback provision are combined. Notification has been sent to the land owner requesting that during the surveying required under the development permit there be identified (surveyed) markings showing the:

- lot boundaries adjacent to the ocean
- extent of the 7 m foreshore setback
- extent of park land dedication using 5% requirement
- location of marked trees to provide perspective/location

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

The trailer was removed on March 14, 2019. The real estate company that placed the trailer has agreed to cover half the price of the project. There are no immediate plans for this location other than to more clearly define the park boundary. Boundary work to be done this year.

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

The building permit has been received and construction can begin shortly. A site visit with Project Supervisor is planned to finalize the exact location of the picnic shelter and discuss any requirements as necessary. Geotech work has been done at the site and a report has been received. The report will assist in guiding the requirements for foundation construction when the project moves forward. A draft budget (\$16,750.00) has been developed for the project.

Don Closson responded to a question from the Commission reporting that temporary fencing options to restrict access to the construction site are being reviewed.

**Port Renfrew Electric Vehicle Charging Station**

Construction of three EV charging stations and one payment/information kiosk at the Port Renfrew Community Centre has started. The stations will be on a separate electrical service to ensure that the community centre is not over taxed and that operation is independent of the community centre other than the location of panel(s) inside the building. Conversations have been held with CRD Real Estate program to ensure that the lease (20 year) has appropriate clauses to protect the interest of the CRD and the public availability of the EV charging service once installed. Anticipated completion date has not been provided as of March 20, 2019.

Don Closson responded to a question from the Commission stating that it is understood that there will be no charge to the public for use of the stations until the Province advises otherwise.

**Priest Cabin Park**

As of March 20, 2019, the gate at West Coast Road and Cedar Coast Road has yet to be moved. The trail on the right-of-way leading from Cedar Coast Road to Priest Cabin Park has been cleared of any hazard trees and trail blocking impediments (as of December 18, 2018). It is anticipated that, due to the recent wind storms, there may be additional trees blocking the trail. These trees will be dealt with this spring. Once this work is completed, signage will be erected at Cedar Coast Road identifying the trailhead and outlining trail safety and trail route.

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

Staff have recently finalized layout and construction requirements for the foreshore portion of this project. The aquatic portion of the project will continue to be delayed until such time that the water line installation has been completed. It is anticipated that construction on the parking lot, boat launch, picnic and port-a-pottie areas can begin in the late spring.

Don Closson reported that the Freshwater Fisheries Society of BC has confirmed commitment to provide funding support. Funds are identified for 2020.

**Caretaker Agreement – Wigglesworth Lake**

It has been determined that the access used by the caretaker at Wigglesworth Lake is in trespass. Due to this issue and due to concerns raised about the trailer being located in the riparian area, it has been concluded that the current arrangement with the caretaker is untenable. It has been decided that the trailer will be removed and the access road will be blocked. The caretaker has accepted the offer to provide “Caretaker Services” under an alternate agreement which would pay a small stipend of \$100/month for 6 months during the summer and shoulder season. The trailer is required to be removed by March 31, 2019.

Don Closson responded to a question from the Commission confirming that the caretaker is responsible for insurance requirements.

**Contracts and Agreements**

All the agreements required to operate the parks and recreation programs and services for 2019 have been completed with the exception of the Wigglesworth Lake caretaker agreement and park stewardship agreements.

**William Simmons Park & Butler Trail Park (Otter Point Road Improvements)**

The Otter Point Road improvements project started at the beginning of March and is set to run for approximately six months. Staff from the Juan de Fuca Local Area Services Building met with the Project Supervisor from the MoTI to discuss the impacts and potential trade-offs associated with this project. All impacts within park boundaries will be remediated to best of the MoTI's abilities as well some improvements to roads and parking areas which impact the Juan de Fuca Local Area Services Building. Butler Trail will be reconstructed where impacted.

**Tree Work at Sheringham Point, William Simmons and Brotherstone Parks**

Tree cutting and removal companies have been hired to clear trees which have been downed over the past couple of months due to high winds.

**JdFEA Recreation Program Guidelines - Review**

The Commission reviewed the Recreation Program Guidelines, as circulated.

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the Commission approve the Recreation Program Guidelines.

**CARRIED**

**Request for Expressions of Interest/Promotion of Recreation Events and Contracts**

The opportunity for contractors to receive support for delivery of recreation programs in the Juan de Fuca Electoral Area was advertised in the February 13 Sooke News Mirror and posted on the bulletin board at the Juan de Fuca Local Area Services Building. The recreation programs currently sponsored by the Commission will be advertised in the next SEAPARC brochure which comes out in April.

**2019 Hiking Program - Juan de Fuca Community Trails Society**

A total of \$800 has been allocated to support the Juan de Fuca Community Trails Society's monthly guided hikes. Commission support was forwarded for including this opportunity in the next advertisement in the SEAPARC brochure.

**8. New Business**

**a) Annual Amendment to Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw (Amendment Bylaw No. 4241)**

Don Closson reported that:

- the CRD bylaw regulating recreation services and facilities fees are reviewed annually
- CRD Finance has requested a motion from the Commission approving the fees and charges for 2019-2020 by May 24
- review of the Commission fees and charges can be added to a future agenda to permit more detailed review

**MOVED** by Commissioner Sielopp, **SECONDED** by Commissioner Bennett that the Commission report no change to its Recreation Services and Facilities Fees for 2019-2020.

**CARRIED**

**9. Unfinished Business**

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

Discussed under Staff News.

**b) Electric Vehicle Charging Station - Port Renfrew**

Discussed under Staff News.

**c) Priest Cabin Trail Improvements**

Discussed under Staff News.

**d) Recreation Program Guidelines Review**

Struck from the agenda.

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

Discussed under Staff News.

**10. Next Meeting:**

April 23, 2019

**11. Adjournment**

The meeting adjourned at 4:21 pm

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Sid Jorna, Chair

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Wendy Miller, Recorder