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**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**

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**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.

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Sid Jorna, Chair

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Wendy Miller, Recorder