



Making a difference...together

**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**

---

**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.

---

Sid Jorna, Chair

---

Wendy Miller, Recorder