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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, November 24, 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 (EP), J. Gaston (EP), P. Sloan (EP)  
**Staff:** D. Closson, Manager, Juan de Fuca Community Parks and Recreation;  
W. Miller, Recorder (EP)  
**ABSENT:** B. Croteau, Director M. Hicks, A. Marchand  
**PUBLIC:** 1 (EP)

EP – Electronic Participation

The meeting was called to order at 3:09 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 October 27, 2020**

**MOVED** by Commissioner Gaston, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of October 27, 2020, be adopted. **CARRIED**

**3. Chair's Report**

No report.

**4. Director's Report**

No report.

**5. Staff Reports**

**a) Staff News**

**Bylaw No. 3763 Amendment**

The Commission reviewed the background information provided, as requested at the October 27, 2020 meeting.

Staff responded to questions from the Commission advising that:

- it is proposed that the Commission's name be amended to, "Juan de Fuca Parks and Recreation Advisory Commission"
- other JdF bylaws have recently been amended to strike "Electoral Area"
- the Director has requested that consideration be given to striking the Director position from the bylaw as the Commission's recommendations are considered by the Director as the Chair of the JdF Land Use Committee
- the role of the Director will be determined through consultation with CRD Corporate Services
- there has been good response received from the notice of vacancies recently advertised, which would assist in meeting monthly quorum requirements
- it is understood that the Commission's role would remain advisory

**Carpenter Road Dam Inspection**

Funding for this project to be made available in 2021.

**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 submitted a report on September 25, 2020, which advised that trespass would need to be determined by a survey
- a survey would be costly in relation to the damage caused by the trespass
- he met with the landowner on November 9, 2020 and discussed options for addressing the possible trespass and tree cutting
- the landowner submitted a proposal on November 11, 2020, outlining proposed compensation measures
- he will bring the proposal to the Friends of Seagirt Ponds Society for comment
- should the proposal not be deemed acceptable, recourse can be sought through the CRD's ticketing bylaw or through court action
- felling of a cedar measuring approximately 27 cm in diameter prompted the trespass inquiry
- since that time, a further and unrelated incident of wood cutting has occurred
- Bylaw Enforcement will contact the individual involved in this second incident
- an update will be provided to the Commission

**Priest Cabin Access Agreement**

- no update on the access agreement between the CRD, the JdF EA and the land owner
- clearing work to connect to the "Matterhorn" to be scheduled in 2021

**Port Renfrew Community Centre**

Don Closson advised that:

- CRD Real Estate is overseeing the lease renewal for the Post Office
- signage has been ordered to designate the loading area for the Post Office
- the library will not be moving to a walkthrough service as per the PHO Orders
- the library continues to offer curbside service
- three new entrance mats have been purchased to address wet conditions
- the generator requires further servicing; servicing date to be determined

**Sheringham Point Community Park**

- a renewal Operating Agreement for the Sheringham Point Lighthouse Preservation Society has been drafted as 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
- staff has received reports of trees down along the trail at Sheringham Point Community Park
- extent of required clearing efforts yet to be determined

**Port Renfrew Tennis Court Resurfacing**

As requested by the Director, a Community Works Fund application for project funding has been advanced and a decision on approval is pending.

Don Closson responded to questions from the Commission advising that the request is for \$120,000 and that maintenance details have yet to be determined.

**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 reported that:

- the picnic table and bench for the Phase 3 site are to be delivered this week
- the Ministry of Transportation and Infrastructure (MoTI) has completed the requested section of split-rail fencing
- MoTI remediation of the park area located at Otter Point and Butler Road has yet to be completed along with paving of the public gravel road that runs between the JdF Local Area Services Building and the north-west parking lot for William Simmons

**2021 Budget Review**

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 Habitat Acquisition Trust (HAT) contacted staff to investigate Garry Oak restoration opportunities at a currently unknown location in the Electoral Area
- project to be coordinated with the Garry Oak Ecosystems Recovery Team (GOERT) with potential opportunity for community volunteer involvement
- project scheduled for the spring 2021

**6. New Business**

**a) Recreation Program Delivery**

The Commission reviewed the background information provided by staff, as requested at the October 27, 2020 meeting.

Don Closson confirmed that:

- recreation programming continues to be on hold due to COVID-19
- prior to COVID-19, the opportunity to submit interest in delivering recreation programs had been advertised regularly
- programs are offered through a contract with the CRD

The Chair reported that the December Juan de Fuca Community Trails Society's hike may need to be cancelled, pending provincial direction. To date, hikes have adhered to provincial orders, maintaining social distancing and tracing records.

**b) Friends of Coppermine Park – Stewardship Strategic Plan 2021-2026**

Commissioner Braunschweig reported that, since the document was submitted, the Society has additional initiatives that it would like considered.

The Commission stated positive comment regarding the Society's accomplishments to date.

The Chair requested that consideration of the document be tabled to the January meeting to permit time for staff to meet with the Society.

**7. Unfinished Business Continued**

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

Discussed under Staff News.

**b) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions**

Discussed under Staff News.

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

No update.

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

Discussed under Staff News.

**e) Park Volunteerism**

Don Closson responded to questions from the Commission advising that:

- the CRD no longer maintains formal agreements with local park interest groups
- the JdF Parks and Recreation Program regularly consults with the Friends of Coppermine Park Society as well as the Seagirt Ponds Preservation Society
- the Seagirt Ponds Preservation Society also has a strategy document

The Chair asked that this item be struck from the agenda.

**8. Next Meeting**

January 26, 2021

**9. Adjournment**

The meeting adjourned at 3:58 pm.

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Sid Jorna, Chair

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Wendy Miller, Recorder