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## JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **February 23, 2021 at 3 pm**

Juan de Fuca Local Area Services Building, #3 – 7450 Butler Road, Otter Point, BC

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### AGENDA

1. Approval of Agenda
2. Adoption of Minutes of January 26, 2021
3. Chair's Report
4. Director's Report
5. Staff Report
  - a) Staff News
6. Unfinished Business
  - a) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw
  - b) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions
  - c) Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)
  - d) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail
7. Next Meeting: March 23, 2021
8. Adjournment

*Please note that during the COVID-19 situation, the public may attend the meeting in-person. Should you wish to attend electronically, please contact us by email at [jdfinfo@crd.bc.ca](mailto:jdfinfo@crd.bc.ca) so that staff may forward meeting details. Written submissions continue to be accepted.*



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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, January 26, 2021, 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 (EP), J. Gaston (EP),  
K. Lewis (EP), S. McAndrews (EP), S. McKay (EP), P. Sloan (EP)  
**Staff:** D. Closson, Manager, Juan de Fuca Community Parks and Recreation;  
W. Miller, Recorder (EP)  
**ABSENT:** Director M. Hicks  
**PUBLIC:** 0

EP – Electronic Participation

The meeting was called to order at 3:00 pm.

**1. Elections**

Don Closson called for nominations for the position of Chair of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for 2021 and Commissioner Jorna's name was put forward. Don Closson called two additional times for further nominations and, as there were none, Commissioner Jorna was acclaimed Chair.

The Chair called for nominations for the position of Vice Chair of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for 2021 and Commissioner Braunschweig's name was put forward. The Chair called two additional times for further nominations and, as there were none, Commissioner Braunschweig was acclaimed Vice Chair.

**2. Approval of the Agenda**

A request was received to add the following new item and supplementary information to the agenda.

7. New Business

b) Donation of Cedar Trees for Park Benches

8. Unfinished Business

e) Friends of Coppermine Park – Stewardship Strategic Plan for 2021-2026 - Priority List

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the agenda be approved, as amended. **CARRIED**

**3. Adoption of the Minutes of November 24, 2020**

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the minutes from the meeting of November 24, 2020, be adopted, as amended. **CARRIED**

**4. Chair's Report**

The Chair welcomed Kristen Lewis (Malahat), Sandy McAndrews (East Sooke) and Scott McKay (Shirley/Jordan River) to the Commission.

The Chair acknowledged the importance of public parks, noting the increased volume of park use due in part to COVID-19.

**5. Director's Report**

No report.

**6. Staff Reports**

**a) Staff News**

**Bylaw No. 3763 Amendment**

No update on the initiative to update the bylaw for the Commission.

Commissioner Croteau entered the meeting at 3:12 pm.

**Carpenter Road Dam Inspection**

- the contract has been awarded to Northwest Hydraulic Consultants Ltd.
- the drainage design report for the original subdivision (S-24-93) was retrieved from the Ministry of Transportation and Infrastructure (MoTI) to assist with the project
- updated LiDAR information is being sought through a data use agreement with the Province
- project anticipated to start this month

**Possible Trespass at Seagirt Ponds Community Park**

Further to the report of possible trespass initially relayed to the Commission at its September 22, 2020 meeting, Don Closson reported that:

- the adjacent landowner has offered compensation of \$1000 for remedial works
- the compensation has been deemed sufficient and will act as a deterrent to future tree cutting/trespass
- the informal trail leading to the adjacent property will be decommissioned
- compensation has yet to be received

**Priest Cabin Park**

- the access agreement between the CRD, the JdF EA and the land owner is actively under review and will be executed soon
- the agreement will be for 5 years and will allow staff to get a vehicle closer to the park
- the owner of District Lot 177 will be contacted in the spring to discuss construction of a trail from Priest Cabin Park along the right-of-way through District Lot 177 to connect to what is referred to as the Matterhorn
- some amount of fencing is anticipated as District Lot 177 is used for livestock
- the trail route has been flagged
- members of the public submitted concern about parking facilities at the trail head once Cedar Coast Road is opened to the public
- it is understood that this concern was raised due to the recent sale of District Lot 175
- District Lot 175 is accessed by Cedar Coast Road
- opening of Cedar Coast Road falls to the discretion of the MoTI

**Port Renfrew Community Centre**

- CRD Real Estate has negotiated the lease renewal for the Post Office
- the lease fee remains the same
- repairs to the generator were made in December at a cost of approximately \$3,000
- fuel for the generator was delivered in January

**Sheringham Point Community Park**

- a renewal Operating Agreement for the Sheringham Point Lighthouse Preservation Society was drafted as the current agreement expires April 2021
- the agreement was forwarded to the Society for review
- no changes were requested by the Society
- the new owner of Lot 17 initiated dialogue with staff and the Society to review potential concerns as the trail right-of-way held by the CRD runs through Lot 17
- once concurrence has been reached, the agreement will be forwarded to CRD Legal Services
- the trees downed in November have been addressed
- a new report of downed trees has been received

A Commissioner confirmed that there are large branches on the trail.

Don Closson responded to questions from the Commission advising that:

- degree of tree work will be verified
- if the trail remains passable, trail clearing/maintenance will be done by the seasonal parks crew
- volunteers cannot be used for substantial trail clearing/maintenance
- if substantial work is required prior to the seasonal parks crew's start, assistance can be sought through CRD Regional Parks or a contractor

**Port Renfrew Tennis Court Resurfacing**

- the Community Works Fund application for \$120,000 has been approved
- invitations to quote have been issued
- quotes yet to be received

Don Closson responded to questions from the Commission advising that:

- the contract has yet to be drafted
- contract will address the need to level/correct the court for proper drainage
- funds can only be allocated to the approved project
- unspent funds must be returned

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

Detailed review to be scheduled this year.

**William Simmons Trail Work/Otter Point Road Improvement**

Don Closson reported that this project is now complete. A site visit with the Commission will be scheduled when gatherings are permitted.

**2021 Maintenance Staff Hiring**

- the staffing request for the seasonal parks crew has been approved
- posted internal positions closed January 19, 2021
- positions to be awarded within the next month
- the contract custodian for the Port Renfrew Community Centre has been brought on as an auxiliary employee
- four hours of custodial work is anticipated weekly
- the custodian is not required to provide commercial liability insurance as an employee

**Coppermine Park Permit**

- a request for a park permit to host portable trailers for a movie has been received
- approximately 18 trailers are anticipated
- the park will not be used for parking
- approval pending permit paperwork, insurance and permit fee
- the park will be used February 1 – 5, 2021

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

- at its meeting of June 12, 2019, the CRD Board resolved to accept 5% cash in lieu of park land dedication pursuant to Section 510 of the *Local Government Act (LGA)* for the proposed subdivision
- on December 14, 2020, the applicant submitted payment of \$44,850, satisfying the requirement for cash in lieu of park dedication
- the funds were transferred to the JdF Park Land Reserve on December 15, 2020

**Subdivision Applications SU000725/SU000726 - Lot 9, Section 129, Sooke District, Plan VIP67208 (590 Seedtree Road)**

- at its meeting of October 27, 2020, the Commission resolved to recommend to the Juan de Fuca Land Use Committee (LUC) that the requirement for park dedication be received in the form of cash-in-lieu
- at its meeting of December 15, 2020, the LUC recommended to the CRD Board that cash in lieu of park land dedication be requested, subject to verification of appraisal value acceptable to the Commission pursuant to Section 510 of the *LGA*
- the CRD Board supported the LUC's recommendation at its meeting of January 13, 2021

**7. New Business**

**a) Park Use – Permit Requirements**

A Commissioner spoke to recent interest relayed in using a park for a wedding and using a park for a dog group. The Commissioner requested clarification as to if these uses are considered commercial.

Don Closson advised that:

- weddings are not considered a commercial activity
- weddings require a permit, permit fee and insurance
- regularly scheduled gatherings require a permit and insurance
- depending on the nature of the gathering, a permit fee may be required
- if a fee is applied to attend an event at a park or if a fee is applied to a service provided out of a park, use of the park is considered commercial

- the Manager may waive the permit fee, depending on the request
- the CRD has an insurance program
- liquor is not permitted in community parks without all legally required permits
- permits do not grant exclusive park use

**b) Donation of Cedar Trees for Park Benches**

A Commissioner read aloud a letter offering to donate cedar trees from a private property in East Sooke. The letter writers suggest that the trees could be milled for park benches for Coppermine Park and Seagirt Ponds Park.

Don Closson advised that it would be premature to respond to the offer at this meeting as the state, size and need for the trees is not known at this time.

The Chair referred the matter to the Manager.

**8. 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)**

Application remains active. No update.

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

Discussed under Staff News.

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

Don Closson noted that the plan was first presented to the Commission at its November 24, 2020 meeting. At that meeting, staff requested that the Society provide a priority list to assist staff in determining which items are viable over the next five years. The plan is not a formal agreement and does not require approval.

The Chair questioned if there are management plans for each community park.

Don Closson reported that the majority of community parks do not have management plans.

The Chair stated support for community initiated strategic/stewardship plans but questioned how the priorities outlined in these documents are considered in relation to the Commission's development/funding priorities. The Chair stated that clarity is required regarding planning processes as stewardship agreements are no longer supported.

Don Closson advised that he will report back on existing management/development plans and provide information on the process for developing park management plans.

**9. Next Meeting**

February 23, 2021

**10. Adjournment**

The meeting adjourned at 4:11 pm.

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Sid Jorna, Chair

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Wendy Miller, Recorder



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**STAFF REPORT TO THE  
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION  
MEETING OF TUESDAY, FEBRUARY 23, 2021**

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**SUBJECT:** Staff News

**ISSUE:** Information

**Bylaw No. 3763 Amendment**

The Director requested that the bylaw for the Commission, Bylaw No. 3763, be amended to reflect desired changes to the operation/structure of the Commission. Work was done by JdF Community Planning and JdF Community Parks and Recreation staff to draft changes to the bylaw. Requested changes were submitted to Legislative and Legal Services for review.

No update as of February 10, 2021.

**Carpenter Road Dam Remediation/Safety Report**

Contact has been made with the successful contractor to commence the project when appropriate (weather & timing of workload). Finance has released funds and provided appropriate coding. Information gathering for the project is ongoing with Northwest Hydraulic Consultants Ltd.

The contract has been drafted and is with CRD Legal Services as of February 10, 2021.

**Possible Trespass at Seagirt Ponds Community Park**

The Manager received a report of a possible trespass at Seagirt Ponds during the summer. A site inspection indicated that there may indeed be a possible trespass (tree cutting and piling of organic debris). The Manager worked with CRD Bylaw Enforcement to determine whether or not a trespass has occurred.

The Manager confirms that compensation of \$1000 has been offered for remedial works at Seagirt Ponds Park. The Manager agrees that compensation will suffice as a significant deterrent to future tree cutting and or trespass. The land owner has been very forthcoming when admitting liability and making restitution.

These funds will be used for remedial works and beautification of Seagirt Ponds Park. The Manager will be working with the Seagirt Ponds Preservation Society to determine projects and areas for expenditure of this funding in 2021.

Compensation was received on February 8, 2021. The Bylaw Enforcement file is now considered closed.

**Priest Cabin Access Agreement**

The access agreement between the CRD, the JdF EA and the landowner below Priest Cabin (Lot 26) has been rekindled. CRD Real Estate anticipates that the agreement will be completed soon. The agreement will be for 5 years.

The Manager has been in discussion with the landowner of Lot 177 regarding creating an access from Priest Cabin Park along the right-of-way through Lot 177 to connect to what is referred to as the Matterhorn access.



The Manager will meet the owner on site in the spring to communicate our intentions and to discuss what implications/considerations may need to be addressed when constructing the trail. The trail has been flagged. JdF EA summer staff will do the work in 2021.

As reported at the January meeting, concern was received from the public regarding parking for Priest Cabin Park (trail head) once Cedar Coast Road is opened to the public. Opening of Cedar Coast Road falls to the discretion of the Ministry of Transportation and Infrastructure (MoTI). Parking facilities may be considered as such time that the MoTI opens Cedar Coast Road.

### **Port Renfrew Community Centre**

The CRD Real Estate Program and the JdF Parks and Recreation Program are working with Island Health to secure the Port Renfrew Community Centre to provide COVID-19 vaccinations once available.

### **Sheringham Point Community Park**

The Manager has created a draft renewal Operating Agreement for the Sheringham Point Lighthouse Preservation Society. The current agreement is set to expire in April 2021. The agreement was forwarded to the Society for review. Changes were required to address the request that the Society install and manage a gate system at the lower parking lot. The agreement is with CRD Legal Services for finalization.

### **Port Renfrew Tennis Court Resurfacing**

The community of Port Renfrew has requested that the Director investigate the potential to have the existing tennis court resurfaced. Other improvements will include two pickleball courts, two basketball hoops, line painting and new posts for nets.

The Director asked the Manager to apply for Community Works Funding (Gas Tax) and prepare the appropriate quotes and operational notifications/permits so that this work could commence in spring 2021.

Application for the funding was approved on December 17, 2020. Project funds to be transferred when the CRD Board approves the 2021 Capital Plan in March 2021

Deadline for submission of a quote was February 15, 2021.

One quote was received. The Manager will be working with the low bidder to finalize a contract for spring 2021.

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

Detailed review to be scheduled in 2021.

**2021 Maintenance Staff Hiring**

The Manager submitted “Staffing Request Forms” for approval to hire two summer staff as in previous years. The positions were approved and advertised within the CRD. The positions closed on January 19, 2021.

The Manager is pleased to announce that:

Kris Mutafov has been offered the PW2 position.  
Blair Barrett has been offered the PW5 position.

**Coppermine Park Permit**

The Manager received a request for a park permit to host “Filming Trailers” at Coppermine Community Park from February 1 – 5, 2021. The permit was executed smoothly with some minor work to be done to remediate the playing field. The film company hired Trowell and Trimmer to aerate and fertilize the field.

Submitted by:	Don Closson, Manager, Parks and Recreation, Juan de Fuca Electoral Area
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