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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, February 23, 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 (EP), B. Croteau, 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. Approval of the Agenda**

**MOVED** by Commissioner Croteau, **SECONDED** by Commissioner Gaston that the agenda be approved. **CARRIED**

**2. Adoption of the Minutes of January 26, 2021**

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner McKay that the minutes from the meeting of January 26, 2021, be adopted. **CARRIED**

**3. Chair's Report**

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

**4. Director's Report**

No report.

**5. Staff Reports**

**a) Staff News**

**Bylaw No. 3763 Amendment**

No update on the initiative to update the bylaw for the Commission. Don Closson advised that he will contact CRD Corporate Services regarding the status of the proposed amendment bylaw.

**Carpenter Road Dam Inspection**

The contract with Northwest Hydraulic Consultants Ltd. is with CRD Legal Services.

**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 submitted compensation of \$1000 for remedial works
- staff will work with the Seagirt Ponds Preservation Society to determine projects and areas for expenditure
- staff will oversee and approve all spending
- the adjacent private property has been surveyed by the landowner at the landowner's expense
- the adjacent landowner intends to construct a fence
- the unauthorized trail leads to private property
- staff will address the unauthorized trail and bridges and install signage, as required
- compensation funds can be used to address unauthorized trail
- operational funds are also available to address the unauthorized trail, if required
- noting the size of the park and the conservation values of the park, the unauthorized trail is not considered an asset

Positive comment was forwarded by the Commission regarding staff's soft compliance approach to resolve this issue.

**Priest Cabin Park**

- the access agreement between the CRD, the JdF EA and the land owner is actively under review
- 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
- as reported at the January meeting, members of the public submitted concern about parking facilities at the 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)

**Port Renfrew Community Centre**

Don Closson reported that 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.

Don Closson responded to a question from the Commission, advising that the three EV stations are still in active use at the Community Centre. The MoTI, under its agreement with the CRD, is responsible for all EV electrical charges.

A Commissioner reported that installation of the EV stations has enhanced security at the building and that the stations do not restrict parking.

**Sheringham Point Community Park**

- a renewal Operating Agreement for the Sheringham Point Lighthouse Preservation Society was drafted as the current agreement expires April 2021
- under the agreement, the Society must maintain the private road and lower parking lot and lower parking lot signage/gate structures at its own expense
- in past, the Society has received funding support through the Community Works Fund program
- access to the private lighthouse lands has been restricted by the Society due to COVID-19
- the agreement language related to signage/gate structures was requested by the Society as there has been an increase in camping and dumping at the lower parking lot due to a decrease in visitations to the lighthouse
- opening and closing procedures for the gate would fall to the Society
- the agreement is with CRD Legal Services for finalization

**Port Renfrew Tennis Court Resurfacing**

- deadline for submission of a quote was February 15, 2021
- one quote was received
- the quote did not address the full scope of the project
- the quote addressed resurfacing/paving
- a separate company has been invited to quote for purchase and install of court amenities (tennis, pickleball and basketball) and line painting

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

Don Closson confirmed that detailed review of the Commission's current fees and charges and background information will be on the March meeting agenda.

**2021 Maintenance Staff Hiring**

Don Closson reported Kris Mutafov has been offered the PW2 position; Blair Barrett has been offered the PW5 position.

Don Closson responded to questions from the Commission advising that:

- the candidates are Regional Parks employees
- the JdF positions are term positions
- the JdF term positions allow existing CRD employees to gain experience working in senior positions with increased responsibilities
- the positions are union positions
- the term employees have opportunity to return to previously occupied positions

**Coppermine Park Permit**

Don Closson reported that:

- the park permit for use of the park from February 1 – 5, 2021 to host film crew vehicles went well
- a bus service was used to transfer the filming crew to the film site at the start and end of the working day, limiting vehicle ingress/egress
- the film company hired Trowell and Trimmer to aerate and fertilize the field
- a permit fee of \$500 a day was charged for use of the park
- revenue will be allocated to park operations

- dialogue continues with the Friends of Coppermine Park regarding the priorities presented at the January meeting
- the funds received for Seagirt Ponds will be used to remediate damaged areas caused by trespass/tree cutting
- remediation
- permit fee revenue is applied across all community parks

**6. 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.

At this time, the Chair questioned the status of the development application (RZ000267) that intersects Wieland Road. Staff advised that the bylaws rezoning the property were adopted by the CRD Board on February 10, 2021. The statutory requirement for provision of park land and/or cash in lieu will be considered by the Commission at such time that the subdivision (SU000711) proceeds.

The Chair requested that Park Management/Development Plans be added to Unfinished Business to continue the discussion started at the January meeting.

**7. Next Meeting**

March 23, 2021

**8. Adjournment**

The meeting adjourned at 4:20 pm.

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Sid Jorna, Chair

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Wendy Miller, Recorder