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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, October 25, 2022, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), V. Braunschweig, B. Croteau (EP), S. McAndrews, S. McKay, P. Sloan
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
D. Lucas, Planner, Juan de Fuca Community Planning
W. Miller, Recorder
ABSENT: Director M. Hicks, J. Gaston
PUBLIC: 1

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

1. Approval of the Agenda

MOVED by Commissioner McAndrews, **SECONDED** by Commissioner Sloan that the agenda be approved as amended to add Motion to Rescind and Territorial Acknowledgement under New Business. **CARRIED**

2. Adoption of Minutes from the Special Meeting of September 14, 2022

MOVED by Commissioner McAndrews, **SECONDED** by Commissioner Braunschweig that the minutes from the special meeting of September 14, 2022 be adopted. **CARRIED**

3. Adoption of Minutes from the Meeting of September 27, 2022

MOVED by Commissioner McAndrews, **SECONDED** by Commissioner Croteau that the minutes from the meeting of September 27, 2022 be adopted. **CARRIED**

4. Chair's Report

The Chair welcomed Al Wickheim, the newly elected Director for the Juan de Fuca Electoral Area.

Roundtable introductions were made.

5. Director's Report

No report.

6. Delegation – Juan de Fuca Community Planning

a) **Subdivision Application SU000748 – The Easterly ½ of the North West ¼ of Section 36 Township 13 Renfrew District except that Part shown coloured Red on Plan 346-R and Except those Parts in Plans 22475, 24267, 24755, 29515, 41154, 50819, VIP59967 and EPP116278 (PID: 000-468-291); and The West ½ of the North West ¼ of Section 36 Township 13 Renfrew District Except Those Parts in Plans 5109, 24267, and 24755 (PID: 009-565-787)**

Darren Lucas spoke to the staff memo to the Commission regarding the referral received from the Ministry of Transportation and Infrastructure (MoTI) for a proposed 5-lot bare land strata.

Darren Lucas highlighted the subject properties and specified the area of land being subdivided.

Darren Lucas reported that:

- the trail being proposed by the landowner would extend the trail dedication established by subdivision application SU000679
- the trail being proposed by the landowner would connect to an established statutory right-of-way that connects to Wickannish Road and Parkinson Road

Don Closson highlighted a series of proposed trail networks which have been considered by the Commission in response to various development applications. It was reported that the trail networks would provide walking routes and neighbourhood connectivity.

Don Closson responded to questions from the Commission confirming that the proposed trail is located on strata common property, which is currently vegetated. It was further confirmed that the trail network is introduced in general discussions with proponents and that the current proponent has expressed interest in continuing the trail through the current phase of subdivision. A community's Official Community Plan provides the broad goals and objectives for parks and trails.

MOVED by Commissioner Croteau, **SECONDED** by Commissioner McKay that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommend to the Juan de Fuca Land Use Committee that a trail be accepted in the form of a statutory right-of-way constructed to JdF Community Parks and Recreation standards for proposed subdivision of The Easterly ½ of the North West ¼ of Section 36 Township 13 Renfrew District except that Part shown coloured Red on Plan 346R and Except those Parts in Plans 22475, 24267, 24755, 26515, 41154, 50819, VIP59967 and EPP116278; PID: 000-468-291 and The West ½ of the North West ¼ of Section 36 Township 13 Renfrew District Except Those Parts in Plans 5109, 24267, and 24755; PID: 009-565-787 and that the applicant be requested to retain native vegetation on the land adjacent to the trail.

CARRIED

7. Commissioner Reports

Port Renfrew – Lot 64

A Commissioner relayed that a community gathering was recently held on Lot 64 and that Lot 64, The Park and the community hall continue to be well used by residents.

East Sooke – Lot 6, Owl's Nest Place

A Commissioner reported that Seagirt Ponds Preservation Society has received a response from the Senior Manager, Juan de Fuca Local Area Services, regarding the report of soil deposit and possible negative impacts to Seagirt Ponds Community Park.

8. Staff Reports

a) Staff News

Don Closson provided an overview of the report. Discussion ensued regarding the following items:

Carpenter Road Dam Remediation/Safety Report

- to close the project, the Dam Safety Officer must receive a report indicating that all the orders and planned activities have been satisfied
- report anticipated to be submitted October 26, 2022

Seagirt Ponds Community Park

A Commissioner questioned if the Seagirt Ponds Preservation Society requires permission to remove some holly. Don Closson confirmed that the Society does not need preapproval for holly removal but requested that Society communicate when removal will take place.

Kemp Lake Fishing Dock – Chubb Road Location

- comment from the Ministry of Transportation and Infrastructure is pending following the site visit held on August 24, 2022
- drawings for the dock have been commissioned from the original dock supplier
- three additional dock sections are anticipated
- the dock is approximately 150 ft
- a swim ladder is not being considered at this time

Community Parks Strategic Plan Update

- draft for public review has been posted to “Bang the Table” for further comment
- comment period closes November 6, 2022

Coppermine Park

- viability of restarting the irrigation system is being investigated

The Park – Port Renfrew

- a CWF application for \$50,000 has been submitted to fund a trail with associated parking improvements for Lot 64
- trail to run adjacent to the properties that front Tsonoqua Drive and abut Lot 64

Commission discussion ensued regarding natural playgrounds and maintenance of natural playgrounds. There was general consensus that The Park is not suited to a natural playground.

Admiral’s Forest

- interim trespass signage has been posted
- park signage and trail plan to be presented to the Commission

The Chair requested posting of two welcoming signs in advance of the trail plan that will be initiated as part of the CWF grant.

9. New Business

a) 2023 Provisional Budget – Information Report

Don Closson advised that the 2023 Provisional Budget was approved by the CRD Board on September 21, 2022.

Don Closson responded to questions from the Commission advising that:

- the Capital Plan improvements identified for Elrose Park in 2023 include work to formalize trails to reduce dumping and invasive species and to make improvements to open field area
- the equipment reserve fund cannot be used for equipment maintenance/repair
- the 2021 Park budget (405) was over subscribed
- the Recreation budget (408) cannot be used to support the Park budget
- a bylaw to merge the Park and Recreation services to create a combined budget has not been identified as a Division project

b) Motion to Rescind

A Commissioner questioned if there is opportunity to rescind the motion made to amend the Commission bylaw to remove the Director as a voting member of the Commission.

Staff confirmed that there had been interest expressed (August - September 2019) in amending the Commission bylaw, Bylaw No. 3763, but that the amendment was not initiated through a motion. The Director remains a voting member of the Commission as Bylaw No. 3763 has not been amended.

c) Territorial Acknowledgement

A Commissioner stated that the 2020 Commissioner Handbook notes that a meeting Chair may provide a First Nations territorial acknowledgement at the beginning of each meeting. The Commissioner stated support for adding Territorial Acknowledgment to the order of business at regular meetings.

Staff to provide the membership with a copy of the Commissioner Handbook.

10. Unfinished Business

a) Community Parks Strategic Plan Update

Discussed under Staff News.

11. Next Meeting

The Chair noted that he is unavailable on the next regularly scheduled meeting date and requested that the next meeting be held on November 29, 2022.

Staff to confirm membership availability.

12. Adjournment

The meeting adjourned at 5:02 pm.

Sid Jorna, Chair

Wendy Miller, Recorder