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

Notice of Meeting on Tuesday, **November 29, 2022, at 3 pm**

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

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### AGENDA

1. Territorial Acknowledgement
2. Approval of Agenda
3. Adoption of Meeting Minutes of October 25, 2022
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Report
8. New Business
  - a) Stakeholder Feedback – Draft Community Parks and Recreation Strategic Plan
9. Unfinished Business
  - a) Community Parks and Recreation Strategic Plan Update
10. Next Meeting: January 24, 2023
11. Adjournment



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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**

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**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.

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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, NOVEMBER 29, 2022**

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**SUBJECT:** Staff News

**ISSUE:** Information

**Carpenter Road Dam Remediation**

Native plants were purchased and planted to remediate the disturbed area. Willow stakes used for revegetation were cut in William Simmons Park for planting at the site. It is planned to have the planting completed as soon as there is sufficient ground moisture.

To close the project, the Dam Safety Officer must receive a report indicating that all the orders and planned activities have been satisfied. The report was sent to the Province on November 07 and we are awaiting a response.

**Priest Cabin Access**

The access trail is open for public use under a 3-year agreement with the landowner.

The Community Works Fund (CWF) grant for \$50,000 to complete the trail construction and connection has been approved. The funds will be available after March 2023. The surveyed right-of-way connector was deemed too hazardous for staff to work in and will be completed by tree service contractors.

**Kemp Lake Fishing Dock – Chubb Road Location**

The Commission passed a motion on February 22, 2022, indicating support for an application to obtain a licence of occupation from the Crown for the purposes of constructing a fishing dock on Kemp Lake at the end of Chubb Road.

The CWF application has been approved by the UBCM. A full suite of documentation regarding the project has been created and submitted for approval.

Work underway and to be done to relocate dock facility at the potential Chubb Road location:

- License of Occupation with the Crown – notification was received November 21, 2022 that we should soon receive the documents for the License of Occupation
- Water License with the Crown – underway
- Remove and dispose of the existing dock at Chubb Road – to be done
- Determine if a “Public Consultation” process is required – to be done
- Determine if parking needs to be enhanced – underway
- CWF funding to complete purchase of additional dock structure and other required works – \$50,000 approved June 13, 2022

**Community Parks Strategic Plan Update**

The Manager is working with the consultant on the First Nations engagement requirement for this plan.

The final draft was posted on “Bang the Table” on October 17, to allow those interested parties to comment on the draft. The comment period has now closed.

### **Coppermine Park**

The Manager applied for CWF funding to replace the playground equipment at Coppermine Park. This funding was approved October 28, 2022 and the funds will be available in March 2023.

The Manager is looking into the viability of restarting the irrigation system at Coppermine Park.

The toys that had been left at the playground have now been removed at the request of the Manager.

### **Butler Road Park**

A local residents group approached the Manager with a desire to enhance the corner lot at Butler Road and Otter Point Road. Preliminary discussions have occurred. A project proposal/plan was received February 15, 2022.

Some of the improvements/requirements that have been discussed and underway are:

- Reforestation and or revegetation – started May 2022
- Local contractor to discuss the Riparian Report Requirements for this project
- Installation of a sign – under discussion
- Possible funding options – the Manager has applied for a CWF grant to assist with park improvement (picnic table, bench, split rail fencing, additional vegetation) \$45,000
- Create a site plan showing area for remediation, location of picnic table, etc.
- Possibly moving the bus stop to this area
- Use cedar split rail fencing to show access options and beautify the area

### **The Park – Port Renfrew**

At the request of the Director the Manager engaged with local residents of Port Renfrew to revitalize the playground at “The Park” in Port Renfrew. This project was approved October 27, 2022 and the funds will be available in March of 2023.

As this location is known archeological site, the local First Nation will have to be engaged to assist with decommissioning of old equipment and installation of new equipment.

A local volunteer group has offered to remove and dispose the existing old equipment. Security fencing will be required to safeguard the location once the project begins.

This project is slated to begin in 2023.

The Director has agreed to fund a connector trail at Lot 64 near the tennis court. This will include:

- A trail that connects the tennis court to the marina trail
- Define the Lot 64 boundary and possible fencing
- Removal of debris
- Define the parking lot area at the tennis court

This project has a budget of \$50,000. A CWF grant was approved September 23, 2022 and the funds will be available in March 2023.

**Admiral's Forest**

Acquisition has concluded and the property is under the administration of the JdFEA Parks and Recreation Advisory Commission effective September 9, 2022.

Signage was purchased to post the boundaries of the park where there is possible trespass onto private land. The signs were installed on October 15, 2022.

The Manager has initiated a CWF application for 2023 to conduct upgrade efforts and post signage to make this property available to the public. This project was approved November 01, 2022 and the funds will be available in March 2023.

**Wieland Road Trail Project**

The Manager has started preparation of the Wieland Road Trail project. This project consists of trail construction from the end of the existing Wieland Road Trail at the Sooke Business Park to Kemp Lake Road. Approximately 2.0 km.

Elements of the Project:

- Survey existing Wieland Road allowance (unconstructed road dedication) - started November 03, 2022
- Local contractor contacted to discuss the Riparian report requirements for this project, with a site visit with the Manager on November 22, 2022
- CWF grant funding deemed as eligible and funding was approved August 30, 2022
- The project is on the 2022 and 2023 Capital Plan for \$50,000
- This will likely be a multi-year project
- Obtain authority to occupy the missing portion of the Wieland Road allowance (now surveyed)
- Quotes for mini-excavator costs have been obtained but will need to be done again for 2023
- Develop a construction plan for the trail consisting of trail location, culverts, bridges, signage, access points, surfacing material
- A License of Occupation exists with the Ministry of Transportation and Infrastructure

**Subdivision Referral SU000687 (17110 Parkinson Road)**

At its meeting of September 12, 2017, the Commission recommended to the Juan de Fuca Land Use Committee that the requirement for parkland dedication in accordance with Section 510 of the *Local Government Act*, for the proposed 6-lot bareland strata subdivision of Lot A, Section 97, Renfrew District, Plan EPP71912, be received in the form of cash-in-lieu. The recommendation was supported by the Juan de Fuca Land Use Committee and the CRD Board. Application SU000687 was cancelled by the applicant on November 21, 2022.

Submitted by:	Don Closson, Manager, Juan de Fuca Electoral Area Parks and Recreation
Concurrence:	Iain Lawrence, MCIP, RPP, Senior Manager, Juan de Fuca Local Area Services



## Dear Commissioners,

59 people provided feedback on the draft plan (most of which were members of the South Island Mountain Bike Society). We presented the five main policy statements and asked respondents to indicate their level of agreement.

**Maintenance:** We'll upkeep parks, trails, and amenities.

- 47 respondents strongly agree; 12 somewhat agree.

**Environmental Stewardship:** We'll preserve and restore nature.

- 32 respondents strongly agree; 18 somewhat agree; 4 unsure; 3 somewhat disagree; 1 strongly disagree.

**Capital Planning:** We'll identify, prioritize, and plot capital projects.

- 31 respondents strongly agree; 13 somewhat agree; 11 unsure; 4 somewhat disagree.

**Foreshore Access:** We'll develop more public access to the ocean and lakes.

- 33 respondents strongly agree; 9 somewhat agree; 5 unsure; 7 somewhat disagree; 5 strongly disagree.

**Acquisition:** We'll acquire parkland as our population grows.

- 52 respondents strongly agree; 2 somewhat agree; 2 unsure; 3 somewhat disagree.

Then we asked two open-ended questions:

**1) Please share any feedback you may have.** (38 comments)

- 25 advocated for mountain bike trails.
- 10 advocated for environmental protection.
- 2 advocated for more ocean access.
- 1 advocated for garbage cans.
- There were only two comments that addressed something specific in the plan—both comments expressed concern about the statement on page 23 that says there's potential to establish a trail throughout the length of First Creek Park. They said that a trail could erode sediment on the creek's banks, which could cause slides. We will delete that sentence on page 23 to address their concern.

**2) What advice do you have as we implement the plan?** (27 comments)

- I posted pertinent comments on the next page.

Overall, there is strong support for the plan and no major issues surfaced. I'll let you know if we make any other edits to the plan before we ask you to endorse it.

Thanks again for your help!

— Ryan

- As someone who visits the shores frequently please be aware that the amount of water in the creek has washed away most of the existing trail. This does not seem like a viable area to build a trail and upkeep it if nature seems to wash it away every winter.
- Be as ready as you can for future opportunities to acquire more parkland. As the saying goes, they're not making anymore green space.
- Not every park needs to be developed for broad public use. Leave some areas protected for wildlife and biodiversity.
- Consult residents in proximity to the parks you wish to construct.
- Do not build anything in riparian areas.
- Ensure all new lands and trails are accessible to all users types.
- Designate land for mountain biking.
- The annual operating budget is far too low.
- Please ensure that more parks are acquired, not just only small fragments but larger areas of land with ecological integrity, particularly shorelines.
- It's important that the island doesn't end up looking like Langford.
- I don't have a dog, but judging by the amount of dog poo in bags that I see thrown into the bush in parks, I see the need for more convenient locations for garbage cans.