



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

Notice of Meeting on Tuesday, **February 28, 2023, 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 January 24, 2023
4. Chair's Report
5. Director's Report
6. Delegation
  - a) Shandelle Conrad – Copper Mine Park Playground Equipment
7. Commissioner Reports
8. Staff Report
9. New Business
  - a) Admiral's Forest – Development Plan
10. Unfinished Business
  - a) Community Parks and Recreation Strategic Plan Update
11. Next Meeting: March 28, 2023
12. Adjournment



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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, January 24, 2023, at the Juan de Fuca Local Area Services Building,  
3 – 7450 Butler Road, Otter Point, BC**

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**PRESENT:** S. Jorna (Chair), B. Croteau (EP), C. Lacroix, 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:** V. Braunschweig, Director A. Wickheim  
**PUBLIC:** 3 in-person

EP – Electronic Participation

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

Don Closson provided a Territorial Acknowledgement.

**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 2023 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 2023 and Commissioner McKay's name was put forward. The Chair called two additional times for further nominations and, as there were none, Commissioner McKay was acclaimed Vice Chair.

**2. Approval of the Agenda**

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

**3. Adoption of Minutes from the Meeting of November 29, 2022**

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner McAndrews that the minutes from the meeting of November 29, 2022, be adopted. **CARRIED**

**4. Chair's Report**

The Chair thanked the membership for the acclamation and welcomed everyone to the first meeting of 2023.

**5. Director's Report**

No report.

**6. Delegations**

**a) South Island Mountain Bike Society**

Yvonne Mendel, Director of Advocacy, stated:

- South Island Mountain Bike Society (SIMBS) membership continues to grow with 1250+ members
- SIMBS maintains 40+ trails at Hartland through an agreement with the CRD

- mountain biking continues to grow in popularity with people travelling to Malahat, Duncan, North Cowichan, Nanaimo and Cumberland to enjoy trail riding, bringing revenue into the communities
- SIMBS is working with Sooke Bike Club to advocate for more trail riding in the Juan de Fuca
- CRD Regional Parks' acquisition focus is conservation
- the Juan de Fuca has opportunity to support greater trail riding
- SIMBS has the expertise to assist with trail building/design
- SIMBS wishes to see mountain bike trail targets and related resources incorporated into the Juan de Fuca Community Parks and Recreation Strategic Plan

**b) Sooke Bike Club**

Ethan Wigley, President, stated:

- Sooke Bike Club (SBC) maintains trails at Harbour View, Sea to Sea Regional Park, through an agreement with the CRD
- SBC has returned two trails to working condition at Harbour View
- SBC wishes to add its voice to the efforts to increase mountain biking opportunities in the Juan de Fuca

**c) Sooke to Port Renfrew Tourism Association**

Daniel Baker, Incoming President, stated:

- wishes to build relationships to support tourism
- mountain bike tourism continues to grow
- there is opportunity to invest in and develop mountain biking tourism

**d) Juan de Fuca Community Planning - Zoning Amendment Application RZ000280 – Lot A Section 74 Renfrew District Plan VIP71883 (11237 West Coast Road) and That Part of Section 74, Renfrew District Lying to the North of the Northerly Boundary of Plan 109RW**

Darren Lucas spoke to the staff memo to the Commission regarding the application to rezone the subject properties from the Forestry (AF) zone to an amended Rural Commercial Recreation (Campground) (CR-2) zone. It was advised that the provision of park land or payment for parks purposes is not a requirement for bylaw amendment (rezoning) applications; however, consistency with a community's Official Community Plan (OCP) is required in the evaluation of these applications.

Darren Lucas directed attention to the location and context map and policy statements for parks and trails as provided by the Shirley-Jordan River OCP, Bylaw No. 4001.

Commission comments included:

- subject properties are adjacent to Sandcut Beach, Jordan River Regional Park
- Sandcut Beach is a high usage park
- the parking lot at Sandcut Beach is regularly at capacity resulting in visitors parking on the road right-of-way
- parking lot and road right-of-way is an area of traffic congestion which is a safety concern
- community is in need of tourist facilities
- rezoning proposal would provide tourist facilities while supporting opportunity for onsite trails, expanding opportunity for trail connectivity along West Coast Road and or into adjacent properties including the Sandcut Beach trail network
- other communities have provided safe walking routes by providing trails adjacent to major roads that demonstrates options for further consideration

- properties were the subject of a previous subdivision (S-01-11), which was subsequently cancelled
- at the time that the previous subdivision was under review, a water access at the boundary Jordan River Park and Sandcut Creek was considered

**MOVED** by Commissioner McKay, **SECONDED** by Commissioner Sloan that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends to the Juan de Fuca Land Use Committee:

1. That the Commission supports zoning amendment application RZ000280 as the proposal would provide economic benefit to tourism and recreation in the Shirley – Jordan River area;
2. That the Commission recognizes that additional visitors require additional trails and accesses by residents and visitors alike;
3. That, with this application, the Commission recommends expansion of the trail network to existing trails and future trails for connectivity; and
4. That the Commission supports the expansion of Jordan River Park to its natural boundary on the south-east boundary of Sandcut Creek.

**CARRIED**

## **7. Commissioner Reports**

East Sooke – Seagirt Ponds

A Commissioner reported that the Seagirt Ponds Preservation Society held its annual general meeting on December 2 and that the Society is endeavouring to resurrect its regular guest speaker program.

Don Closson requested that the Society limit its holly management to pruning.

Willis Point/Malahat

The Chair received comment regarding the quarry project in Bamberton and requested that comments be directed to Director Wickheim.

## **8. Staff Reports**

### **a) Staff News**

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

#### **Priest Cabin Access**

- invitation to submit a quote for mini-excavator services for trail construction has been issued
- reports of downed trees on the cabin have been received
- the cabin was not overly damaged by the downed trees

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

- approval has been granted to proceed with direct award of the contract for the dock purchase and install
- the Ministry of Transportation and Infrastructure (MoTI) has approved the parking plan

**Community Parks Strategic Plan Update**

- changes requested by Pacheedhat First Nation have been shared with CRD First Nations Relations
- it is anticipated that the Community Parks Strategic Plan will be presented for approval at the February or March meeting

**Coppermine Park**

- invitation to submit a quote for playground equipment supply and installation has been issued
- invitation to submit a quote for full repair of the irrigation system has also been issued

**Butler Road Park**

- quote for an environmental assessment has been received with assessment anticipated to be received by spring
- Community Works Fund grant to cover the cost of the assessment and planned improvements

**The Park – Port Renfrew**

- invitation to submit a quote for playground equipment supply and installation has been issued

**Admiral's Forest**

The Chair reported that he will be bringing discussion points forward to the February meeting regarding development of the Admiral's Forest property.

**Wieland Road Trail Project**

- invitation to submit a quote for mini-excavator services for trail construction has been issued
- staff is meeting with the MoTI on January 25, 2023, to discuss the potential extension of Wieland Road and the Commission's License of Occupation

Staff highlighted the trail survey.

**9. Unfinished Business**

**a) Community Parks Strategic Plan Update**

Discussed under Staff News.

**10. Next Meeting**

February 28, 2023

**11. Adjournment**

The meeting adjourned at 4:55 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 28, 2023**

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**SUBJECT:** Staff News

**ISSUE:** Information

**Carpenter Road Park**

The Manager is continuing to conduct site monitoring at the dam location to determine if the remediation work is stable, associated with significant rainfall.

**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 statutory right-of-way (SRW) connector was deemed too hazardous for staff to work in and will be completed by tree service contractors.

There has been a report of downed trees at the cabin site and they pose no public safety issue currently and will be dealt with along with the clearing of the SRW.

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

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

- License of Occupation (LoO) with the Crown – executed LoO received February 22, 2023
- Water License with the Crown – underway – to be married with the LoO
- Remove and dispose of the existing dock at Chubb Road – quote to be gathered March 2023
- A quote for the required additional dock sections and shore ramp was received, \$35,000, a sole source letter has been approved to use New Wave Docks as the dock system provider
- Determine if parking needs to be enhanced – accepted by the Province and part of the LoO
- CWF funding to complete purchase of additional dock structure and other required works – \$50,000 approved
- Quote for graveling of the parking area needed in March 2023
- A portable toilet has been requested and determining date for delivery

**Community Parks Strategic Plan Update**

The final draft was posted on “Bang the Table” on October 17, 2022, to allow those interested parties to comment on the draft. The comment period has now closed.

The Manager continues to work with the consultant on the First Nations engagement requirement for this plan. A meeting was held with Pacheedaht First Nation on December 07, 2022, where several agreed changes are to be made to the document.

A meeting is scheduled with Pacheedaht First Nation March 06, 2023, to discuss the changes made to the Strategic Plan stemming from their comments.

### **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 has requested a quote to fully repair the irrigation system.

Blueprints of the irrigation system are being used to determine the location and condition of the various irrigation components. A quote regarding the costs for repair is forthcoming.

### **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
- Riparian report requirements scheduled for spring 2023 for this project
- Installation of a sign – under discussion (draft sign designs have been shared with the residents group)
- The Manager received approval November 22, 2022, for the 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 and park improvements
- The Manager met with a local contractor regarding construction of the picnic table
- 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**

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. The Manager has requested a site visit with Pacheedaht First Nation to review the playground and Lot 64 trail project and to request their support.

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 for 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.

**Office Compound Project**

Recent events have dictated that greater security would be beneficial at the CRD Juan de Fuca office location. It is intended to fence in a “parks compound” area to restrict illegal activity.

A call for quotes has gone out.

This project will be paid for using the capital reserve.

**2023 Staffing Requirements**

The Manager has started the staffing process for the 2023 season.

**Admiral’s Forest**

The Manager 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.

Work is being done by local volunteers to measure trails and create a draft sign package for Commission review.

**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:

- The survey of existing Wieland Road allowance (unconstructed road dedication) - was completed November 28, 2022.
- Local contractor contacted to discuss the Riparian report requirements for this project, with a site visit with the Manager on November 22, 2022, permission to proceed has been granted.
- CWF grant funding was approved August 30, 2022.
- This will likely be a multi-year project.
- Obtain authority to occupy the missing portion of the Wieland Road allowance (now surveyed) - meeting with Ministry of Transportation and Infrastructure (MoTI) to add the missing portion to the Permit to Construct /License of Occupation. The Manager has met with MoTI and was informed that the current Permit to Construct will be moved to a License of Occupation document going forward. This will not interfere with trail construction plans this year.
- Quotes for mini-excavator costs have been obtained for 2023.
- Develop a construction plan for the trail consisting of trail location, culverts, bridges, signage, access points, surfacing material.

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