

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, March 28, 2023, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), V. Braunschweig, C. Lacroix (EP), S. McAndrews, P. Sloan,
Director A. Wickheim
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
W. Miller, Recorder
ABSENT: B. Croteau, S. McKay
PUBLIC: 1 (EP)

EP – Electronic Participation

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

1. Territorial Acknowledgement

The Chair provided a Territorial Acknowledgement.

2. Approval of the Agenda

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

3. Adoption of Minutes from the Meeting of February 28, 2023

MOVED by Commissioner McAndrews, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of February 28, 2023, be adopted. **CARRIED**

4. Chair's Report

The Chair welcomed everyone to the meeting and reported that positive comments continue to be received regarding the acquisition of Admiral's Forest.

5. Director's Report

The Director stated that he has been visiting the parks held by the Commission and that it is apparent that the parks are appreciated by community members.

6. Commissioner Reports

East Sooke – Seagirt Ponds

The carnivore talk hosted by the Seagirt Ponds Preservation Society and held at the East Sooke Community Hall was very well attended.

Volunteers with Metchosin Invasive Species Cooperative had opportunity to attend Chance Find training as hosted by the CRD's Archaeology Manager. Support was expressed for extending the site specific training to other volunteer groups including the Seagirt Ponds Preservation Society.

Don Closson stated that protocols for recording archaeology sites are under review and that direction will be sought regarding when broom pulling can resume.

East Sooke – Becher Bay Rezoning Application (RZ000279)

It is understood that the requirement for park dedication or cash in lieu may be required should the property be rezoned and subdivision is pursued.

Willis Point/Malahat

There is continued community concern regarding the potential environmental impact of the quarry project in Bamberton.

7. Staff Reports

a) Staff News

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

Kemp Lake Fishing Dock – Chubb Road Location

- an inquiry has been forwarded to the Province regarding the status of the pending Water License, which would grant occupation of the water surface, allowing the project to begin
- portable toilet will be made available once the project begins
- toilet would be on site from May – September

Community Parks and Recreation Strategic Plan Update

- staff meet with the Pacheedaht First Nation this morning
- it is anticipated that the Strategic Plan will be presented at the April or May meeting for approval

Copper Mine Park

- quote for repair of the irrigation system remains pending

Butler Road Park

- a meeting is scheduled on March 29, 2023, with a representative of the local residents group wishing to support continued improvements
- a contractor has been commissioned for a picnic table

The Park – Port Renfrew

- a permit with the provincial Archaeology Branch may be required as part of the playground equipment replacement project

Office Compound Project

- project pending repositioning of the existing C-Cans

2023 Staffing Requirements

- PW5 position filled
- PW2 interviews scheduled for April 11, 2023
- term positions to commence April 30, 2023

Wieland Road Trail Project

- staff met with the applicants for the subdivision (SU000756/SU000711) adjacent to the missing portion of the Wieland Road allowance to initiate dialogue regarding the requirement for provision of park land or payment for parks purposes in accordance with the *Local Government Act*

2023 Hiking Program – Juan de Fuca Community Trails Society

A total of \$800 has been allocated to support the Juan de Fuca Community Trails Society's monthly guided hike, in accordance with the Commission's recreation funding guidelines.

The Chair reported that the guided hikes are scheduled on the second Saturday of each month and that the hikes are well attended.

8. New Business

a) Intensive Recreation Park Maintenance

Commission discussion ensued regarding opportunity to support a degree of park maintenance in the shoulder season/off season to offset staff maintenance work in the peak season.

Don Closson responded to questions from the Commission advising that:

- Copper Mine Park is the only park under a maintenance contract
- the maintenance contract concludes at the end of 2023, at which point it is anticipated that maintenance of the park will return to staff
- contractors are generally utilized for grant funded projects
- volunteers under CRD agreement are able to pick up and remove garbage
- increased maintenance by staff is constrained by budget

The Chair requested that staff report back on recommended staffing levels.

b) Request for Wind Phone – William Simmons Memorial Park

Commission discussion ensued regarding the request received by staff and the Director for a wind phone.

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Braunschweig that the Commission support placement of a wind phone for a trial period in William Simmons Memorial Park. **CARRIED**

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

Don Closson reported that the Commission is asked each year to forward a recommendation to the CRD Board regarding its fee schedules for the upcoming year.

Don Closson responded to questions from the Commission advising that:

- permits allow staff to address any potential maintenance items before and after park use
- permits allow staff not to schedule work on permit dates
- permits allow staff to advise of the opportunity to apply for insurance through the CRD
- permit fees for larger events at the Port Renfrew Community Centre are negotiated by staff

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Braunschweig that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommend no change to Schedule D and Schedule E for 2023-2024. **CARRIED**

9. Unfinished Business

a) Community Parks Strategic Plan Update

Discussed under Staff News.

10. Next Meeting

April 25, 2023

11. Adjournment

The meeting adjourned at 4:26 pm.

Sid Jorna, Chair

Wendy Miller, Recorder