



Making a difference...together

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, September 26, 2023, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), C. Lacroix (EP), S. McAndrews (EP), S. McKay, P. Sloan (EP),
Director A. Wickheim
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
D. Lucas, Planner; W. Miller, Recorder
ABSENT: V. Braunschweig
PUBLIC: 0

EP – Electronic Participation

The meeting was called to order at 3:01 pm.

1. Territorial Acknowledgement

The Chair provided a Territorial Acknowledgement.

2. Approval of the Agenda

MOVED by Commissioner Sloan, **SECONDED** by Commissioner McKay that the agenda be approved. **CARRIED**

3. Adoption of Minutes from the Meeting of June 27, 2023

MOVED by Commissioner Sloan, **SECONDED** by Commissioner McKay that the minutes from the meeting of June 27, 2023, be adopted. **CARRIED**

4. Chair's Report

The Chair welcomed the membership back from summer adjournment and reported that he would be making comment under New Business regarding programming at Admiral's Forest.

5. Director's Report

The Director reported that he visited numerous community parks over the summer, forwarding positive comments regarding the improvements made to those parks by community volunteers and staff. The Director stated support for continuing to improve park user experiences.

6. Commissioner Reports

East Sooke – Seagirt Ponds

Seagirt Ponds Preservation Society is interested in addressing invasive species during the winter months. It is anticipated that some of the native plants provided by the Park Program may not survive.

7. Delegation – Juan de Fuca Community Planning

a) BC Active Transportation Network Plan Grant

Darren Lucas spoke to the staff memo to the Commission regarding the CRD's intention to submit an application to the British Columbia Active Transportation Infrastructure Grants Program to fund the development of an Active Transportation Network Plan (ATNP). Noting that an ATNP works towards improving active transportation opportunities and public safety within the communities of the Juan de Fuca Electoral Area, including those in proximity of West Coast Road, identified as the Highway 14 corridor. Attention was directed to the completed application form, maps, and guiding local Official Community Plans and Community Parks and Recreation Strategic Plan policies as included in the staff memo.

Commission support was forwarded for making application as an ATNP supports the policy statements of the local Official Community Plans and the Community Parks and Recreation Strategic Plan which encourage greater transportation options, safer transportation routes and opportunities for park and trail connectivity.

MOVED by Commissioner Jorna, **SECONDED** by Commissioner McKay that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission supports making an application to the British Columbia Active Transportation Infrastructure Grants Program.

CARRIED

8. Staff Reports

a) Staff News

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

Priest Cabin Park

- Sooke Backhoe Services Ltd. is the successful contractor for trail construction
- photos of improvements made to the northern statutory right-of-way will be presented next month

Kemp Lake Fishing Dock – Chubb Road Location

- photos of completed upland improvements highlighted
- Section 11 to authorize works in or about a stream (lake) has been approved by the Ministry of Environment
- dock install can proceed once a Water License is received

Copper Mine Park Playground Equipment

- remaining project work includes grass seeding
- grass seeding to be done this week

Butler Road Park Improvement Project

- the Chair and the Director attended a site visit with the volunteer project coordinator prior to the meeting start
- photos of improvements highlighted

The Park - Port Renfrew

- sand applied to fill in low spots
- portable toilet ordered
- it is anticipated that staff will be able to provide maintenance services in the off-season

Fishboat Bay

- photos of completed improvements highlighted

At this time, the Director introduced support for installing a ramp with viewing area and binoculars at the trail head as a means of increasing park accessibility.

Don Closson reported that the proposed project will be returned to the Commission at a future meeting.

Admiral's Forest

- photos of completed improvements and trail signage highlighted
- a contractor will address recent tree windfall on Thursday

Wieland Road Trail Project

- project cannot commence until a License of Occupation is in place for the full length of the Wieland Road

9. New Business

a) 2024 Provisional Budget Review

Don Closson directed attention to the Community Parks (405) and Community Recreation (408) budgets and to the 5-year capital plan as included in the agenda package. It was reported that the Director has requested an ongoing increase to support portable toilet rental costs and that vehicle replacement has been identified for 2024.

MOVED by Commissioner Jorna, **SECONDED** by Director Wickheim that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends approval of the Community Parks budget and the Community Recreation budget, as presented.

CARRIED

b) Copper Mine Pump Station – East Sooke

Don Closson reported that the pump station held by CRD Integrated Water Services, located at East Sooke and Copper Roads, is scheduled to be upgraded. The pump station construction site was highlighted. It is anticipated that some ground disturbance at the park will be required to accommodate construction.

Commission comment was forwarded stating that it is understood that the degree of park disturbance will be minimal, and that staff will work with Integrated Water Services to determine if install of a park gate could be incorporated into the project and to ensure that ground disturbance is remediated.

MOVED by Commissioner Jorna, **SECONDED** by Director Wickheim that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission supports the proposed pump station project located adjacent to Copper Mine Park.

CARRIED

c) Craft Class Proposal – East Sooke

Don Closson provided information on the request received for funding support to offer craft classes in East Sooke. The Commission's Recreation Funding Guidelines provides the criteria for contract funding. As the classes would be offered through an agreement over a specified trial period, the proposal is presented to the Commission for approval.

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Lacroix that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission supports the request for funding to offer craft classes in East Sooke.

CARRIED

d) Instructional/Education Program Proposal – Admiral's Forest

The Chair relayed interest received from the Juan de Fuca Community Trails Society regarding programming at Admiral's Forest.

MOVED by Commissioner McKay, **SECONDED** by Director Wickheim that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission supports, in principle, a conservation program offered by the Juan de Fuca Community Trails Society at Admiral's Forest which may include work parties, educational programs and ambassadors, upon Commission approval.

CARRIED

10. Next Meeting

October 24, 2023

11. Adjournment

The meeting adjourned at 5:14 pm.

Sid Jorna, Chair

Wendy Miller, Recorder