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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **November 28, 2023, at 3 pm**

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

AGENDA

1. Territorial Acknowledgement
2. Approval of Agenda
3. Adoption of Meeting Minutes of October 24, 2023
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Delegation
 - a) Otter Point Community Association re: Elrose Park
8. Staff Report
 - a) Staff News
9. New Business
 - a) CRD Invasive Species Program
10. Next Meeting: January 23, 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 24, 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, S. McKay, P. Sloan, Director A. Wickheim
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation; D. Lucas, Planner; W. Miller, Recorder
PUBLIC: 0

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 Sloan that the agenda be approved. **CARRIED**

3. Adoption of Minutes from the Meeting of September 26, 2023

MOVED by Commissioner McKay, **SECONDED** by Director Wickheim that the minutes from the meeting of September 26, 2023, be adopted. **CARRIED**

4. Chair's Report

The Chair forwarded positive comment regarding recent improvements made to the trail network connecting Priest Cabin Park to the Matterhorn.

5. Director's Report

The Director forwarded positive comment regarding the beachfront that connects Jordan River hamlet to Sandcut Beach, Jordan River Regional Park.

6. Commissioner Reports

East Sooke – Seagirt Ponds

Comment was requested at the Seagirt Ponds Preservation Society's Annual General Meeting on October 17, 2023, regarding the Society's plans for installing a bench on the new bench pad as well plans for the information kiosk.

A mushroom walk and talk will be hosted by the Society on October 30. Attendance is by registration.

A site inspection was held with staff to review invasive species removal.

Don Closson stated that a report on invasive species will be presented at a future meeting.

Willis Point

The community experienced drier than normal conditions this year. The access to Gowlland Tod Provincial Park from Mark Lane experienced high use throughout the drought. Access to this location is not locked nightly.

Otter Point – Admiral’s Forest

The Juan de Fuca Community Trails Society continues to trim along trails and collect garbage.

A mushroom walk will be hosted by the Society on October 27.

East Sooke – Copper Mine

The park continues to have high pickleball use.

7. Delegation – Juan de Fuca Community Planning

a) Subdivision Application SU000739 - Lot 93 Renfrew District, Except Plans 23812 And EPP93405 (11000 Block West Coast Road)

Darren Lucas spoke to the staff memo to the Commission regarding a referral received from the Ministry of Transportation and Infrastructure for a proposed 25-lot bare land strata subdivision application. It was reported that the applicant proposes to satisfy Section 510 of the *Local Government Act*, by providing cash-in-lieu payment valued at 5% of the land being subdivided.

The subject property location and plan of subdivision were highlighted.

Commission comments included:

- the Commission has expressed support for a grant application to develop an Active Transportation Network Plan that would focus on public safety and connectivity for lands within proximity to the Highway 14 corridor
- the subject property fronts Highway 14 and abuts Crown Land to the north and properties under development application to the west and the east

MOVED by Commissioner McKay, **SECONDED** by Commissioner Braunschweig that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends that park dedication in accordance with Section 510 of the *Local Government Act*, for proposed subdivision of Lot 93, Renfrew District, Except Plans 23812 And EPP93405 (SU000739) be received in the form of land supporting trail that runs along West Coast Road and up to the north east corner of the subject property.

CARRIED

8. Staff Reports

a) Staff News

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

Priest Cabin Park

- photos of improvements made to the northern statutory right-of-way highlighted
- signage to follow now that improvements have been completed

Kemp Lake Fishing Dock – Chubb Road Location

Noting that the Water License with the Province remains pending, the Chair reported that he continues to receive positive comment regarding installation of a public dock.

Copper Mine Park Playground Equipment

- final grass seeding, completing the works related to the playground replacement project, applied on September 27, 2023

The Park - Port Renfrew

- photo of installed portable toilet highlighted
- sand applied to slide area

Lot 64 – Port Renfrew

- photo of recent fence damage at the tennis court highlighted
- court remains usable
- quotes will be solicited for repair

Fishboat Bay

- downed tree to be addressed

Admiral's Forest

- photos of installed park signage highlighted
- directional signage to follow
- a local company has offered and is scheduled to do volunteer work in December

Bear Proof Garbage Bins

- have been ordered in response to comments received as part of the Community Parks and Recreation Strategic Plan update

Craft Class Proposal – East Sooke

- the first class held on October 7 offered instruction on seasonal card crafting

9. New Business

a) Park Information – CRD Website

A request from a Commission member was received regarding the location of park information on the website.

Staff confirmed that park information on the web is being reviewed as part of the larger website redesign underway. Juan de Fuca staff are working with CRD Corporate Communications on the redesign project.

10. Next Meeting

November 28, 2023

11. Adjournment

At this time, Director Wickheim encouraged members to visit community parks less frequented and to report comments back.

The meeting adjourned at 4:30 pm.

Sid Jorna, Chair

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 28, 2023**

SUBJECT: Staff News

ISSUE: Information

Priest Cabin

- Signage has been ordered to show trail leading to the Matterhorn Access Trail. Distance signage will be ordered once measurements have been made.
- New trail construction will be monitored over the winter months to determine if drainage changes/improvements are required.
- Trail upgrades to the Matterhorn Access Trail within the Priest Cabin Park boundary will be conducted in 2024.

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. It appears that issuance of the license is ongoing as the Crown has been asking for details for License finalization.
- A quote for the required additional dock sections and shore ramp was received, but will need to be revised due to the delay in construction timing resulting from the Water License application process. A sole source letter has been approved to use New Wave Docks as the dock system provider.
- Parking enhancement has been completed with gravel, wheel stops, signage, potable toilet and garbage can. The picnic table base was poured on September 06, 2023, with the table to be installed once received.
- Removal of the existing dock will wait on receipt of the Water License.
- A Section 11 notification to authorize works in or about a stream (lake) has been approved by the Ministry of Environment with permission to proceed with dock installation once the Water License has been finalized.
- The Province has notified the Manager that there is a recorded presence (2010) of “Western Painted Turtle” which is a protected species. The Manager has contacted a biological contractor company that is going to conduct a painted turtle presence assessment and an associated mitigation plan to follow once dock installation begins.

Copper Mine Park

No additional information is available at this time regarding the pump station replacement project being overseen by CRD Integrated Water Services. The request for park improvements as a project amenity is being considered. The Manager has submitted drawings and information regarding a possible gate replacement for Copper Mine Park field access.

The maintenance contractor who was under a two-year contract for Copper Mine Park has been notified that it is the intention of the CRD JdFEA Parks program to conduct operational maintenance using in house resources for 2024. The contract, which concluded October 31, 2023, will not be renewed.

Butler Road Park Improvements

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

- Reforestation and or revegetation – ongoing.
- Riparian report requirements scheduled for spring 2024 for this project.
- Installation of a sign has started. The concrete bases (foundation) for the sign and picnic table were poured on September 06, 2023. A local contractor will be hired to complete the information sign installation. Details have yet to be finalized.
- Cedar split rail fencing will be used to show access options and beautify the area.
- Rock and gravel have been situated in the park to allow for fire breaks and definition of the planted areas.
- Culverts were reset and ditches cleaned on November 10.

The Park – Port Renfrew

The playground replacement project was approved by the previous Electoral Area Director in October 2022, and the funds were released March 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 held an open house with the Electoral Area Director, Pacheedaht First Nation and local residents on August 30, 2023, to review the playground and Lot 64 trail project (see below) and to request their support.

Several concerns were raised by Pacheedaht and local residents regarding the existing equipment and proposed replacement playground during the open house. The open house was well-attended, and several possible improvements were suggested:

- provide additional sand to fill in various low spots - completed
- repair the zip-line track ride as soon as possible - underway
- provide a portable toilet as soon as possible - completed
- continue with general maintenance items such as greasing the equipment, garbage removal and hazard abatement - underway

With the assistance of the CRD Archaeology Manager, archaeological work is slated to start on The Park once we have concurrence from the Pacheedaht Nation and a contractor is hired. This will allow for the playground replacement to proceed, hopefully in 2024.

Lot 64 – Port Renfrew

The previous Electoral Area Director had agreed to allocate Community Work Fund (CWF) funds to install a connector trail at Lot 64 near the tennis court. Planned works include:

- A trail that connects the tennis court to the marina trail
- Define the boundaries of Lot 64 with possible fencing
- Removal of debris
- Define the parking lot area at the tennis court
- Conduct a hydrological survey to determine the impact of possible winter flooding should the trail be constructed.

Several concerns were raised by the Pacheedaht Nation and local residents during the community open house. Archeological work is also required to determine the presence, or lack thereof, of culturally sensitive areas within Lot 64.

This project is on hold due to the concerns raised at the open house.

Fishboat Bay

The Manager and Director visited Fishboat Bay Park to discuss the potential for a viewing platform and better access to the beach in October.

A CWF grant will be applied for to complete the work, if supported by the JdFEA Parks and Recreation Advisory Commission at a future meeting.

Admiral's Forest

Work at Admiral's Forest has commenced with the installation of split rail fencing to define park boundaries and closed trails.

Regulatory and directional signage has been installed in various locations and will continue as time and resources permit.

The Chair has been contacted by a local company which wants to volunteer time and efforts at Admiral's Forest. A list of appropriate projects will be determined. The tentative date for the volunteer work is December 08, 2023.

The Chair is working with the Juan de Fuca Community Trails Society to bring about instructional/educational programs at Admiral's Forest. The Chair will bring forward ideas to the Commission as they are identified and requested.

A successful "mushroom walk" was conducted on October 27, 2023. There were approximately 10 people in attendance.

The Manager and the Chair met with a local resident to investigate trespass on private land resulting from Admiral's Forest usage by the public. A "No Trespassing – Private Property" sign will be posted on the trail leading to private land.

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 the existing Wieland Road allowance (unconstructed road dedication) - completed November 28, 2022.
- This will be a multi-year project.
- Discussion is ongoing to secure the missing portion of Wieland Road statutory right-of-way. The revised submission from the developer is expected soon.

Bear Proof Garbage Bins

Bear proof garbage bins have been ordered for location in several JdFEA Parks:

- Copper Mine
- William Simmons
- Kemp Lake Boat Launch
- Kemp Lake Dock Facility
- The Park, Port Renfrew
- Lot 64, Port Renfrew

Delivery date has not yet been confirmed. Installation will occur Spring 2024.

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