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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, January 23, 2024, 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 (EP), T. Guenard, S. McAndrews (EP),  
S. McKay (EP), P. Sloan (EP), Director A. Wickheim  
**Staff:** D. Closson, Manager, Juan de Fuca Community Parks and Recreation;  
I. Lawrence, Senior Manager, Juan de Fuca Local Area Services;  
W. Miller, Recorder  
**ABSENT:** C. Lacroix  
**PUBLIC:** 1 in-person

EP – Electronic Participation

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

**1. Territorial Acknowledgement**

Don Closson provided a Territorial Acknowledgement.

**2. Elections**

Don Closson called for nominations for the position of Chair of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for 2024 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 2024 and Commissioner Braunschweig's name was put forward. The Chair called two additional times for further nominations and, as there were none, Commissioner Braunschweig was acclaimed Vice Chair.

**3. Approval of the Agenda**

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

**4. Adoption of Minutes from the Meeting of November 28, 2023**

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

**5. Chair's Report**

The Chair introduced Tracy-Jill Guenard, the representative for Port Renfrew, and welcomed everyone to the first meeting of 2024.

**6. Director's Report**

The Director stated that, as part of his endeavours to increase the profile of community parks, he visited Fishboat Bay Park to review proposed improvements with staff.

## 7. Commissioner Reports

### East Sooke – Seagirt Ponds

- minimal tree damage occurred during the last storm
- a long-term solution is required to address holly
- a resident has confirmed interest in donating a bench

### East Sooke – Copper Mine

- minimal tree damage occurred during the last storm

### Otter Point – Admiral’s Forest

- one large tree fell during the last storm
- volunteers assisted with post and sign work as well as holly removal at a work party held in December

## 8. Delegation – Juan de Fuca Community Planning

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

Iain Lawrence 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. The Commission initially considered the referral at its October 23, 2023, meeting. At that meeting, the Commission resolved support for park dedication in the form of land supporting a trail that runs along West Coast Road and up to the northeast corner of the subject property.

The land proposed for park dedication as submitted by the applicant was highlighted.

It was confirmed that the agent for the application was present.

The Commission noted that the proposed dedication would provide trail along Highway 14, which would be in keeping with the intent of an Active Transportation Network Plan and that the proposed dedication would provide connectivity to Crown Land to the north and properties under development application to the west and the east.

**MOVED** by Commissioner McKay, **SECONDED** by Commissioner McAndrews that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends to the Juan de Fuca Land Use Committee 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, as shown on the plan prepared by JE Anderson & Associates, dated December 13, 2023.

**CARRIED**

## 9. Staff Reports

### a) Staff News

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

#### **Priest Cabin**

- photo of recent erosion to the trail leading to the Matterhorn Access Trail highlighted
- repairs to take place this spring

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

- conditional approval of the Water License with the Crown for placement of a dock at the Chubb Road location received January 22, 2024

**Port Renfrew**

- staff met with the CRD Archaeology Manager today to discuss archeological assessment requirements for The Park and Lot 64

**Admiral's Forest**

- photos of recent works highlighted
- an inspection of the park was performed after a report of motorcycle activity was received from a member of the public
- no sign of motorcycle activity was detected - staff will continue to monitor

**Garbage Bins / Seasonal Toilets**

- further to the request made at the November 23, 2023, meeting, the garbage bin order was increased to include a bin for Seagirt Ponds
- a 2-yard bin for placement at #3 – 7450 Butler Road ordered January 22, 2024, to accommodate the 7 garbage bins slated for installation
- seasonal toilets (May 1 – September 30) for Williams Simmons, Fishboat Bay and Muir Creek ordered January 22, 2024

**10. New Business**

**a) Fishboat Bay Proposed Improvements**

Don Closson reported that he met on site with the Director in October 2023 to review the proposed improvements introduced by the Director at the September 23, 2023, meeting.

The Director stated he would like to make accessibility/mobility improvements to the park including installation of a ramp and viewing deck with the binoculars in the vicinity of the stairway entrance.

Don Closson stated that the proposed improvements, if supported by the Commission, would be reviewed against the capital planning processes in the Community Parks and Recreation Strategic Plan. Don Closson outlined current usage and parking as well as anticipated public consultation and project costs including environmental and geotechnical considerations.

Don Closson responded to a question from the Commission advising that it is anticipated that the project would be eligible for funding from the Community Works Fund and, potentially, eligible for accessibility funding.

The Director stated support for a site visit with the Commission to review siting of the proposed improvements.

**MOVED** by Commissioner McAndrews, **SECONDED** by Commissioner Guenard that staff be directed to initiate investigation of project costs and consultation components and report back to the Commission.

**CARRIED**

**b) Acquisition / Disposition of Park Land Processes**

Further to the request made at the November 23, 2023, meeting, an informational memo outlining the process for acquisition and disposition of park land was received by the Commission.

**11. Motion to Close the Meeting**

**MOVED** by Commissioner McAndrews, **SECONDED** by Commissioner Sloan, that the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the *Community Charter*.

The closed meeting commenced at 4:48 pm.

The Commission rose from the closed meeting at 5:10 pm without report.

**12. Next Meeting**

February 27, 2024

**13. Adjournment**

The meeting adjourned at 5:12 pm.

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Sid Jorna, Chair

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Wendy Miller, Recorder