



JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **February 27, 2024, 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 January 23, 2024
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Report
 - a) Staff News
8. New Business
 - a) Animals in Community Parks
 - b) Commissioner Park Presentations
9. Next Meeting: March 26, 2024
10. Adjournment



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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**

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.

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, FEBRUARY 27, 2024**

SUBJECT: Staff News

ISSUE: Information

Priest Cabin

- Signage has been installed to show trail leading to the Matterhorn Access Trail. Distance signage will be ordered once measurements have been made.
- Trail repairs/improvements are scheduled for 2024 where signs of erosion have occurred. The trail will be addressed with ditching or culvert installation.
- 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.
- The Manager has forwarded the Water License approval documentation from the Province to CRD Headquarters for signatures and processing.
- A quote for the required additional dock sections and shore ramp have been revised due to the delay in construction timing resulting from the Water License application process. The contractor has closed their facility here on the island and will have to come from the mainland.
- Parking enhancement has been completed with gravel, wheel stops, signage, portable toilet and garbage can. The picnic table base was poured on September 06, 2023, with the table to be installed after dock installation.
- The Province has notified the Manager that there is a recorded presence (2010) of “Western Painted Turtle” which is a protected species. The Water License Management Plan has been amended by the Manager and submitted to the Province to address the mitigation requirements around the Western Painted Turtle. The Province has stated that a decision should be made soon.
- A Section 11 notification to authorize works in or about a stream (lake) has been granted by the Ministry of Environment to proceed with dock installation once the Water License has been finalized.
- Removal of the existing dock will occur just prior to dock installation.

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.
- A local contractor has been hired to complete the information sign and move forward with the picnic table installation. A quote for work has been received and approved by the Manager.
- 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.

The Park – Port Renfrew

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:

- repair the zip-line track ride as soon as possible - underway
- 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 at The Park once we have concurrence from the Pacheedaht Nation and a contractor is hired. A meeting was held with Pacheedaht Nation, the CRD Archeological Manager and the CRD Archeological Contractor on February 05, 2024 to discuss opportunities/plans to move forward with the site survey work.

Lot 64 – Port Renfrew

Trail and Parking Lot construction project 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.

A meeting was held with Pacheedaht Nation, the CRD Archeological Manager and the CRD Archeological Contractor on February 05, 2024 to discuss opportunities/plans to move forward with the site survey work.

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

Fishboat Bay

A Community Works Fund (CWF) application can be applied for to complete staircase and viewing platform work, if supported by the JdFEA Parks and Recreation Advisory Commission. A site meeting with the Commission is yet to be scheduled.

Admiral's Forest

Work at Admiral's Forest has commenced with the installation of split rail fencing/signage to define park boundaries and closed trails. Split rail fencing will be used to improve main access trail locations.

A local tree cutting contractor was hired to clear trails of downed trees. Treatment was completed February 06, 2024.

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.

Sheringham Point Trail

- Local resident identified downed trees at Sheringham Point Trail.
- The Manager assessed the damage and scheduled tree removal work which took place February 08, 2024.

Recreation Program (Karate – East Sooke)

- A request has been made to replace the “fall mat” for the Karate Program offered at East Sooke Community Hall.
- The Manager has requested information regarding type of mat and costing associated with this request.

Carpenter Road Park

- A hazard tree contractor attended the park on February 12, 2024, to remove dead and dying alder trees damaged in recent storms.
- A Decommissioned Dam inspection was conducted on February 12, 2024. This inspection indicates that the dam decommission project of 2022 is functioning as intended.

Port Renfrew Community Hall

Several maintenance items have been or will soon be addressed:

- Replace toilets in Men’s and Women’s Washrooms – completed.
- Replace locks and possibly improve security – locksmith tentatively scheduled sometime in March for lock replacement work. Funding for the lock replacement work will come from surplus funds from 2023 budget. Replace doors for mechanical room – doors have been received and were installed February 07, 2024.
- The “Song and Surf Music Festival” hosted by Port Renfrew locals was held on February 15-19 at the Community Hall.

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