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## JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **March 26, 2024, at 3 pm**

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

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### AGENDA

1. Territorial Acknowledgement
2. Approval of Agenda
3. Adoption of Meeting Minutes of February 27, 2024
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Delegation – Juan de Fuca Community Planning
  - a) Subdivision Application SU000711 & SU000756 - That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD 43782I) and Except Parts in Plans 3054 and 17721
8. Presentation
  - a) Juan de Fuca Community Trails Society – Boneyard Recreation and Wilderness Reserve
9. Staff Report
  - a) Staff News
10. New Business
  - a) Animals in Community Parks
11. Next Meeting: April 23, 2024
12. Adjournment



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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, February 27, 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), T. Guenard, S. McAndrews, S. McKay, P. Sloan (EP),  
Director A. Wickheim  
**Staff:** D. Closson, Manager, Juan de Fuca Community Parks and Recreation;  
W. Miller, Recorder  
**ABSENT:** V. Braunschweig, C. Lacroix

EP – Electronic Participation

The meeting was called to order at 3:02 pm.

**1. Territorial Acknowledgement**

The Chair provided a Territorial Acknowledgement.

**2. Approval of the Agenda**

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

**3. Adoption of Minutes from the Meeting of January 23, 2024**

**MOVED** by Commissioner McKay, **SECONDED** by Director Wickheim that the minutes from the meeting of January 23, 2024, be adopted. **CARRIED**

**4. Chair's Report**

The Chair reported that he supports Commissioners being able to make informational presentations and that he intends to make a brief presentation at the next meeting.

**5. Director's Report**

The Chair reported that he has been discussing the proposed improvements to Fishboat Bay Park with staff. A site visit with the membership will be scheduled.

The Sheringham Point Lighthouse Preservation Society has commenced improvements to the lighthouse site including installation of an AED.

The idea of using bin covers with student art is being introduced to local schools.

## 6. Commissioner Reports

Shirley – Sheringham Trail

- support was forwarded for installing screening on the wood bridge surface

East Sooke – Seagirt Ponds

- thanks was extended for installation of an interpretive sign
- donation to support installation of a bench pending
- it is understood that the CRD will be conducting an archaeological assessment of the park as early this spring
- clear guidance regarding holly management is required before a volunteer work party can be scheduled

Don Closson reported that:

- CRD First Nations Relations is working with T'Sou-ke Nation and a contractor to action an assessment of the park
- establishment of a plan to address holly can proceed when the assessment is complete
- benthic barrier fabric has been provided to the Habitat Acquisition Trust (HAT) in exchange for assisting with addressing Flag Iris at Seagirt Ponds
- HAT has relayed that it has been approached by a university student wishing to establish a Flag Iris treatment plan for Seagirt Ponds

## 7. Staff Reports

### a) Staff News

Don Closson provided an overview of the report. Additional information points were provided on the following items:

#### **Priest Cabin**

- CRD Real Estate has been asked to initiate renewal of the maintenance access agreement over Lot 26

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

- 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
- due to cost increases, the Director has supported an additional Community Works contribution of \$16,000

#### **Butler Road Park Improvements**

- information sign and picnic table install scheduled for this week
- the local residents group working on this project will be overseeing information posting

#### **William Simmons**

The Director reported that he has received positive comment from the person who requested installation of the wind phone at William Simmons, as initiated in March 2023.

#### **Lot 64 – Port Renfrew**

- CRD Corporate Services has been asked to provide comment on options to address private/residential use on Lot 64

**Admiral's Forest**

- directional stickers have been added to the recently installed signs

**Wieland Road Trail Project**

- an onsite meeting was held to discuss project works with a property owner who runs irrigation between two properties bisected by the proposed trail route
- the property owner forwarded positive comment regarding the project

**Port Renfrew Community Hall**

- issuing keys to rental permit holders remains the easiest way to manage access to the building
- permit and key issuance is overseen by JdF staff with assistance from onsite volunteers
- ensuring access to the EV chargers is a permit condition

**8. New Business**

**a) Animals in Community Parks**

Tabled to the next meeting.

**b) Commissioner Park Presentations**

Staff confirmed that the Board Procedures Bylaw, Bylaw No. 3828, permits groups/organizations to make a presentation to the Commission. Commissioners may also provide staff with materials for presentations under Commissioner Reports. Presentations should be in keeping with the Commission's prescribed powers/duties. As part of agenda planning, presentation topics and materials need to be provided to staff in advance of a meeting. If the Commission is being asked to make a recommendation on a development application, the request to make presentation may need to be added to a future meeting agenda.

**9. Next Meeting**

March 26, 2024

**10. Adjournment**

The meeting adjourned at 4:11 pm.

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Sid Jorna, Chair

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Wendy Miller, Recorder

# Memorandum

**TO:** Juan de Fuca Electoral Area Parks and Recreation Advisory Commission

**FROM:** Darren Lucas, Planner – JdF Community Planning  
Don Closson, Manager – JdF Community Parks and Recreation

**DATE:** March 26, 2024 **FILE:** SU000711 & SU000756

**SUBJECT:** **Provision of park land pursuant to Section 510 of the *Local Government Act* for a proposed 6-lot subdivision and followed by a 4 lot bare land strata subdivision at That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD 43782I) and Except Parts in Plans 3054 and 17721: PID: 009-499-369 – 3542 Otter Point Road**

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JdF Community Planning has received a referral from the Ministry of Transportation and Infrastructure (MoTI) for a 6-lot conventional subdivision application (SU000711) and a subsequent 4 lot bare land strata subdivision application (SU000756) at 3542 Otter Point Road (Appendix A). A plan of subdivision demonstrating the final layout is included in Appendix B.

The subject property was rezoned from Rural (A) to Rural Residential 2 (RR-2) and Rural Industrial (M-RU) in 2021 to permit a range of light industrial to general industrial uses and continued operation of an existing sawmill, as well as subdivision to create 1 ha rural residential parcels and 1.7 ha rural industrial parcels. As a part of that rezoning process, the application was referred to the JdF Parks and Recreation Commission for consideration. At the July 30, 2019, meeting, the Commission recommended support of the rezoning if a trail connecting Wieland Road is provided at the time of subdivision (Appendix C).

The landowner has now submitted a subdivision application and proposes to meet section 510 of the *Local Government Act* by constructing a trail that connects through Wieland Road, on a portion of land that will become a part of the public right-of-way (Appendix D).

Please review the proposal for SU000711 & SU000756 and advise Juan de Fuca Community Planning of the Commission's recommendation so that it may be forwarded to the Land Use Committee and CRD Board for consideration (Appendix D).

The following information is provided to aid you in reviewing the subdivision proposal:

**Land area:** 15 ha.

**Total # of lots:** SU000711 – 6 fee simple rural residential lots.  
SU000756 – 4 bare land strata rural industrial lots and 1 fee simple lot.

**Zoning:** RR-2 and M-RU.

**Minimum parcel size:** RR-2: 1 ha minimum.  
M-RU: 1.7 ha minimum.

**Bylaw:** Juan de Fuca Land Use Bylaw No. 2040

**OCP:** Otter Point Official Community Plan

**SU000711 & SU000756**

**Land Use**

**Designation:** Settlement Area 2

**Development Permit Areas (DPA):**

Watercourse & Wetlands DPA, and Commercial & Industrial DPA.

**Services:**

Within the Otter Point Local Fire Protection Local Service Area.  
Outside of the community water service area.

**5% of land area:**

5% of 15 ha = 0.75 ha (or 7500 square metres)

**2024 Assessed Value (BCAA):**

The total assessed land value is \$749,000.00.  
5% of the assessed land value is \$37,450.00.

**Park Land OCP Policies:**

Section 3.2.6 of the Otter Point OCP outlines goals and objectives for parks, trails, and transportation opportunities.

Otter Point residents prioritize an extensive network of multi-use trails that support recreation and connect to bus stops, parks and to the District of Sooke. Safety is a primary focus for these connections, separating motorized vehicles from horses, pedestrians and cyclists.

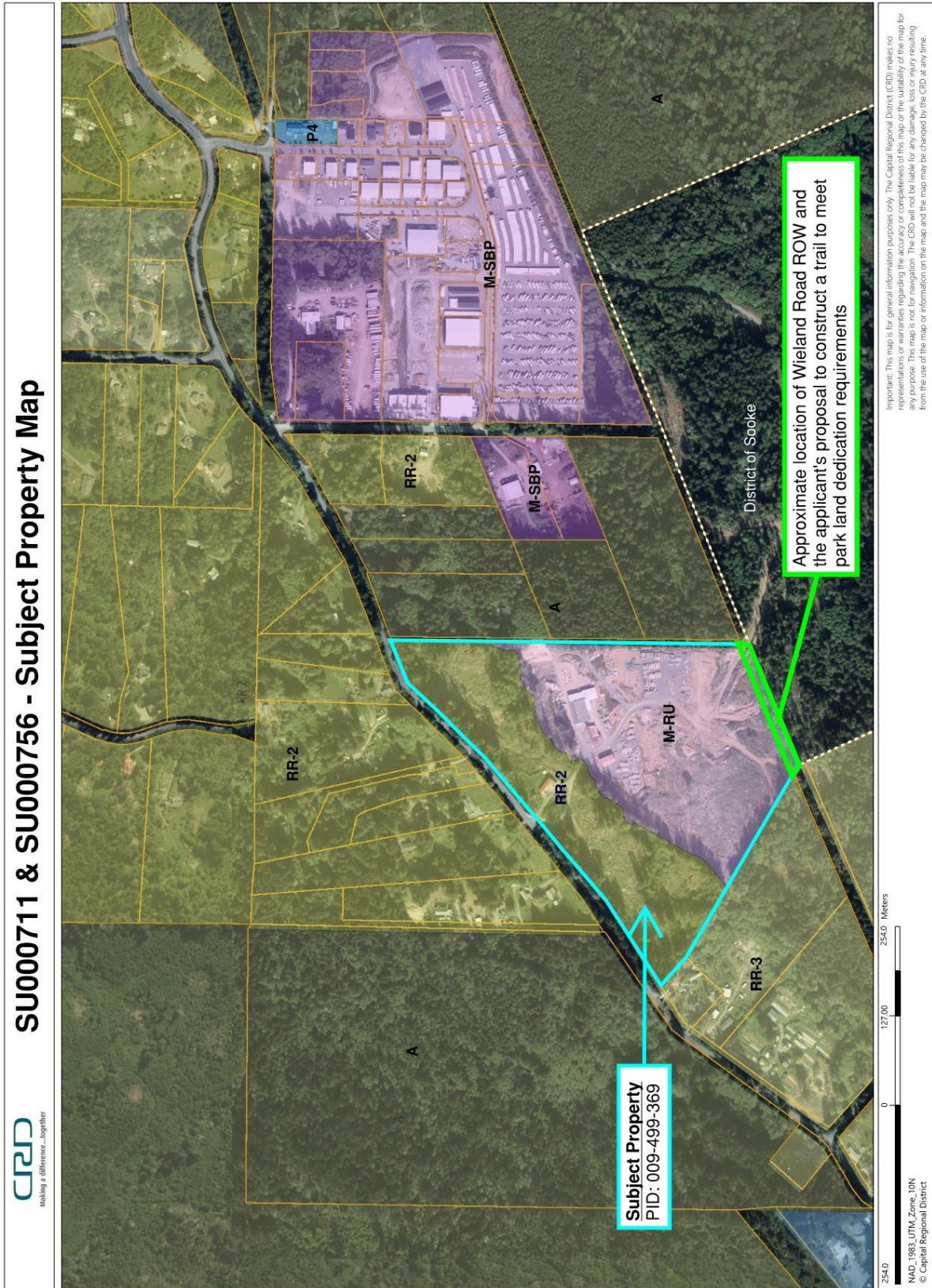
Objectives:

- Develop a system of linked parks and trails.
- Support a regional or private licensed motorized recreation park in the Rural Resource Lands separate from Otter Point.
- Improve recreational access to fresh and salt water.
- Expand community public transit in Otter Point.
- Encourage local organizations to develop community forest and community farming areas.
- Consult with public and private landowners of the Rural Resource Lands to identify opportunities for public access.
- Develop customized rural road standards applicable to certain local road classes in Otter Point such as narrower lanes and gravel surfaces in smaller subdivisions.
- Develop roadside amenities such as bus stop pull-offs, cycling lanes and jogging paths and “slow water” infiltration ditches.
- Use amenity bonusing to provide trails, parks and other community amenities.
- Encourage an alternative emergency access route to/from Otter Point.
- Where trails are proposed within or adjacent to ALR lands, adequate separation between the trail and the agricultural land will be provided to minimize land use conflicts.

(Other related polices can be found on sections 5.1, 5.2 and 5.8.1 of the OCP).

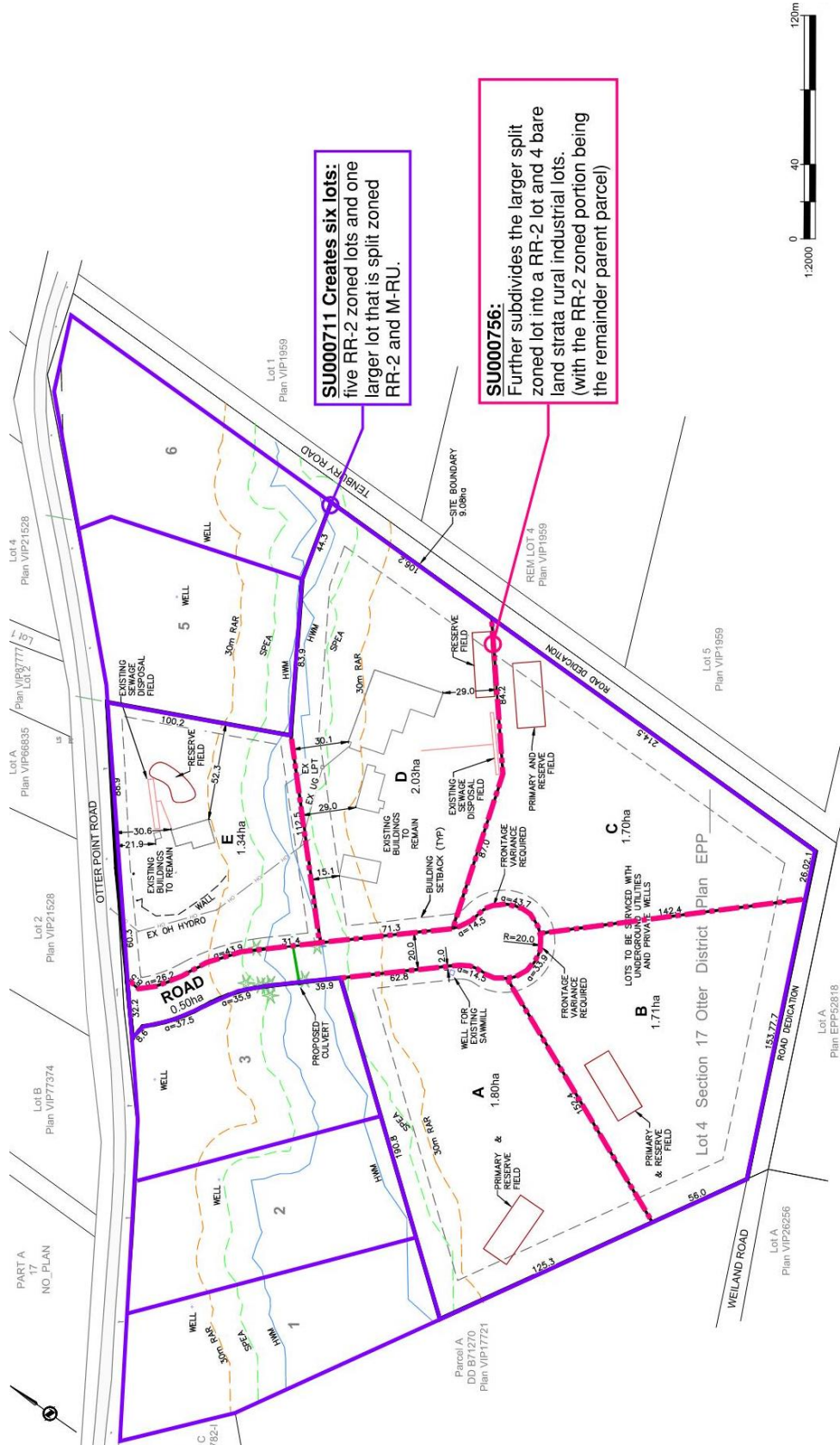
**ATTACHMENTS:**

- Appendix A: Subject Property Map  
Appendix B: Proposed Subdivision Plans SU000711 & SU000756  
Appendix C: Minutes from the July 30, 2019, Juan de Fuca Electoral Area Parks and Recreation Advisory Commission Meeting  
Appendix D: Proposal to Meet Provision of Park Land Requirements



**SU000711 & SU000756**

**Appendix B: Proposed Subdivision Plans SU000711 & SU000756**







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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, July 30, 2019 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, B. Croteau, J. Gaston,  
Director M. Hicks, A. Marchand, A. Sielopp, P. Sloan  
**Staff:** D. Closson, Manager, Juan de Fuca Parks and Recreation;  
E. Taylor, Planner; W. Miller, Recorder

**PUBLIC:** 1

The meeting was called to order at 3:00 pm

**1. Approval of the Agenda**

**MOVED** by Commissioner Croteau, **SECONDED** by Commissioner Sielopp that the agenda be approved, as amended, to add a presentation from the Friends of Coppermine Park Society under New Business.

**CARRIED**

**2. Adoption of the Minutes of May 28, 2019**

**MOVED** by Commissioner Croteau, **SECONDED** by Commissioner Sielopp that the minutes from the meeting of May 28, 2019, be adopted.

**CARRIED**

**3. Chair's Report**

None.

**4. Director's Report**

Director Hicks reported that Wally Vowles has stepped down as Alternate Director and that Dan Quigley now fills the position. Director Hicks relayed that he anticipates attending future meetings of the Commission.

**5. Delegation – Juan de Fuca Community Planning**

**a) Zoning and Official Community Plan Amendment Application RZ000267 - That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD437821) And Except Parts in Plans 3054 And 17721 (3542 & 1-3542 Otter Point Road)**

Emma Taylor spoke to the staff report to the Juan de Fuca Land Use Committee and the request to rezone a 5 ha portion of the subject property from Rural A to Rural Residential 2 (RR-2) to allow a five lot rural residential subdivision, to rezone a 6 ha area to a new Industrial Sawmill (M-3) zone, and to rezone a 4 ha portion to a new Industrial Aquaculture (M-4) zone. An amendment to the Otter Point Official Community Plan (OCP) is also proposed to designate portions of the property as Watercourses & Wetland Areas and Commercial & Industrial development permit areas.

Emma Taylor confirmed that the agent for the application was present and directed attention to the policies in the Otter Point OCP for parks and natural areas for the Commission's consideration.

**Juan de Fuca Electoral Area Parks and Recreation  
Advisory Commission Meeting Minutes  
July 30, 2019**

The Chair reported that staff and members of the Commission attended the two subject properties being considered for rezoning on July 29.

Commission comments included:

- the Commission holds a licence of occupation over Wieland Road for trail use
- the subject property interrupts the trail
- extension of the gazetted road or establishment of a statutory right-of-way over the subject property would provide an alternative transportation route from William Simmons Memorial Park to Kemp Lake Road to Crown lands to the west

Emma Taylor responded to questions from the Commission advising that

- the obligation for formal park land dedication in accordance with Section 510 of the *Local Government Act (LGA)* would be at the time of subdivision, should the rezoning application proceed
- the applicant has submitted a subdivision application
- the applicant is aware of the licence of occupation
- the rezoning application has been referred to agencies for comment
- agency comments will be shared with the applicant and considered by the Land Use Committee

Director Hicks stated that, should a route be secured over the subject property, gas tax funds could be utilized to support construction of a trail.

Staff presented photos from the July 29 site visit.

Commission comments included:

- it is understood that the property owner wants to be able to access the adjacent private property to the south as part of the sawmill operation
- measures would need to be in place to ensure the safety of all users
- proposed route would be screened by trees
- the proposed route would benefit the community of Otter Point

Emma Taylor responded to a question from the Commission advising that a combination of land and cash can be considered at the time of subdivision to meet the requirements of Section 510 of the *LGA*.

**MOVED** by Director Hicks, **SECONDED** by Commissioner Sloan that the Commission supports the rezoning application with establishment of a trail for continuation of Wieland Road at the time of subdivision.

Staff responded to a question from the Commission advising that the application will also be considered by the Otter Point Advisory Planning Commission.

The Chair called the question.

**CARRIED**

**Conditions provided by landowner on March 14, 2024**

The landowner is offering to construct the Weiland Road Trail to satisfy Section 510 of the *LG Act*. The offer is made with the following understanding:

- Trail construction will occur during the summer of 2024, and will be completed by September 30, 2024.
- The trail work includes approximately 180 m of trail along the south boundary of the property, approximately 305 m of trail to the west, and approximately 320 m of trail to the east. Total length is approximately 805 m.
- The trail will be constructed in conformance with the Juan de Fuca Electoral Area Community Park Trail Standards (Type 2). The trail work will include grading, cut and fill slopes, ditching and culverts, granular trail structure and finish, and appropriate seeding. The work does not include retaining walls, timber cribbed steps or boardwalks.
- Split rail fencing, imported topsoil and landscaping plants (if required or desired) will be by others after the trail work is accepted by the CRD.
- Managing off site issues including DP's, RAPR, sensitive ecosystems, neighbor communications etc. will be by the CRD.
- JEA will provide site boundary flagging, trail layout and periodic construction inspection.
- CRD will provide construction inspection as it feels appropriate, and will provide final review and acceptance of the trail works.



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**STAFF REPORT TO THE  
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION  
MEETING OF TUESDAY, MARCH 26, 2024**

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**SUBJECT:** Staff News

**ISSUE:** Information

**Priest Cabin**

- Signage was installed at the Matterhorn Access trail.
- The Manager is working with CRD Real Estate to renew the access agreement at Priest Cabin Park.

**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. The budget has been amended accordingly.
- 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.
- Dock installation is scheduled for after June 15, 2024.

**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 completed the information sign and picnic table installation.
- 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.

### **Seagirt Ponds Park**

First Nation archeological mapping training commenced on March 11, 2024, for two days. This work is funded out of the Archeological Program at CRD HQ.

**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. Submission from the developer to be considered at the March 2024 meeting.
- The Manager met with ALM Farms who owns property adjacent to the trail near Kemp Lake Road to discuss plans for trail development and construction. The discussion was positive with not real concerns raised other than safeguarding an irrigation line.

**Sheringham Point Trail**

- Local resident identified downed trees at Sheringham Point Trail. A local contractor has been hired to deal with an uprooted tree on the trail.

**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.

**Port Renfrew Community Hall**

Several maintenance items have been or will soon be addressed:

- Replace locks and possibly improve security – locksmith scheduled March 20, 2024 for lock replacement work. Funding for the lock replacement work will come from surplus funds from 2023 budget.

**Parking Lot Grading**

- Parking Lots at William Simmons (2) and Chubb Road were graded on March 12, 2024.
- 3 yards of new material were added to each parking lot.

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