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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, March 26, 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, T. Guenard, C. Lacroix, S. McAndrews,  
S. McKay, P. Sloan, Director A. Wickheim  
**Staff:** D. Closson, Manager, Juan de Fuca Community Parks and Recreation;  
W. Miller, Recorder  
**PUBLIC:** 1

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 Braunschweig, **SECONDED** by Commissioner McAndrews that the agenda be approved, as amended, to add Capital Plan Amendment – Active Transportation Network Plan under New Business. **CARRIED**

**3. Adoption of Minutes from the Meeting of February 27, 2024**

**MOVED** by Director Wickheim, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of February 27, 2024, be adopted. **CARRIED**

**4. Chair's Report**

The Chair reported that he will be presenting on behalf of the Juan de Fuca Community Trails Society.

**5. Director's Report**

The Director reported that he met with Ravi Parmar, MLA, Langford-Juan de Fuca, and Dan Coulter, Minister of State for Infrastructure and Transit, on March 25, 2024, as part of the BC Active Transportation Infrastructure Grants Program public announcement. Active transportation and accessibility opportunities were discussed including proposed accessibility improvements at Fishboat Bay Park and bike facilities at the 17 Mile park and ride.

**6. Commissioner Reports**

East Sooke – Seagirt Ponds

- the archaeological assessment of the park appears to be in progress as members from the Seagirt Ponds Preservation Society happened upon representatives from T'Sou-ke Nation, as well as the archaeological contractor
- a volunteer work party will be scheduled to address Daphne removal

Don Closson confirmed that staff would arrange for biomass removal.

East Sooke – Copper Mine

- it was reported that an inquiry was received from a member of the public questioning if a park permit grants exclusive use of the park
- it was reported that a comment was received from another member of the public regarding park users using the parking at the community hall, which can be an issue when there is an event at the hall

Don Closson reported that a park permit does not imply or allow exclusive use of a park; however, portions of a park can be portioned off for a private event or function, such as a picnic shelter.

Commission discussion ensued regarding opportunities to improve parking at Copper Mine Park including removing brush and laying gravel on the road right-of-way to promote forward parking along Copper Mine Road.

Don Closson stated that he was not aware of any parking issues and that he is available to discuss the matter further with the member of the public.

Shirley – Sheringham Point Trail

- three large trees have fallen and small tree cutting work requires clean up

Don Closson reported that staff will address the trail this spring.

Shirley – Priest Cabin

- support was forwarded for installation of signage to mark the junction to the Matterhorn

Don Closson reported that staff are still working on the full sign package.

**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**

Don Closson spoke to the staff memo provided by Community Planning regarding a referral received from the Ministry of Transportation and Infrastructure for a 6-lot conventional subdivision application (SU000711) and a subsequent 4-lot bare land strata subdivision application (SU000756) at 3542 Otter Point Road. The Commission considered the rezoning application submitted to permit subdivision at its meeting of July 20, 2019. At that meeting, the Commission recommended support of the rezoning if a trail connecting Wieland Road is provided at the time of subdivision.

The landowner 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.

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

Don Closson responded to questions from the Commission advising that the CRD would:

- allow for trail crossing by the applicant for industrial purposes
- be responsible for trail construction within the Watercourses and Wetlands Areas Development Permit Area

- be responsible for landscaping except that larger cleared areas will be allowed to regenerate naturally

The agent stated that the industrially zoned lots are designated an Industrial Development Permit Area and, as such, a degree of screening will be required.

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner McKay that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends to the Juan de Fuca Land Use Committee that a trail be constructed to JdF Community Parks and Recreation standards for the proposed 6-lot subdivision (SU000711) and 4 lot bare land strata subdivision (SU000756) of 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, as outlined in the proposal submitted by the landowner, dated March 14, 2024.

**CARRIED**

The Vice Chair assumed the position of Chair.

## **8. Presentation**

### **a) Juan de Fuca Community Trails Society – Boneyard Recreation and Wilderness Reserve**

Sid Jorna spoke on behalf of the Juan de Fuca Community Trails Society (JDFCTS) regarding an initiative to establish a recreation and wilderness reserve, connecting Butler Main to Sooke River and DeMamie Creek to Leech River.

Maps and photos were highlighted.

Sid Jorna advised that the proposed Boneyard Recreation and Wilderness Reserve would provide habitat protection and exceptional outdoor recreation opportunities. It was further advised that the initiative has been presented to the Victoria Natural History Society and that the JDFCTS will be presenting next to The Land Conservancy of BC.

The Chair returned to presiding the meeting.

## **9. Staff Reports**

### **a) Staff News**

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

#### **Priest Cabin**

- photo of installed signage highlighted
- CRD Real Estate has contacted the owner of Lot 26 to initiate renewal of the maintenance access agreement over the lot

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

- the Water License approval document has been signed by the CRD and is now with the Province for final approval
- a garbage bin will be placed at the Manatu Road access and the Chubb Road access

**Butler Road Park Improvements**

- photos of the information sign and picnic table install highlighted

**William Simmons**

- photos of sign updates highlighted

**The Park – Port Renfrew**

- the contractor for the archaeological work has been hired
- archaeological work at The Park will be done before commencing work at Lot 64
- the work will be done in concert with the Pacheedaht First Nation

**Fishboat Bay**

Staff to arrange a site visit in April to review proposed improvements.

**Admiral's Forest**

Don Closson confirmed that staff will respond to the report of needed bridge repairs.

**Wieland Road Trail Project**

- trail work within the Watercourses and Wetlands Areas Development Permit Area will commence after the work related to the subdivision application is complete
- there is opportunity to connect Wieland Road Trail to other road rights-of-way not currently held under a Licence of Occupation

**Recreation Program (Karate – East Sooke)**

- funding support will be provided to replace the fall mat for the program offered at the East Sooke Community Hall
- the mat will remain the property of the CRD

**Port Renfrew Community Hall**

- Community Work Fund (CWF) support is being sought to complete a condition assessment
- minor repairs will be completed in the interim

**Parking Lot Grading**

- photos of the work completed at William Simmons highlighted

Commission discussion ensued regarding opportunity to increase wildlife awareness/precautions in community parks.

**10. New Business**

**a) Animals in Community Parks**

Commission comment was forwarded regarding the increase of dogs in the community since COVID-19 and reports of negative dog encounters impacting the enjoyment of community parks.

Don Closson read aloud the regulations for animals in community parks as prescribed by the Community Parks Regulations, Bylaw No. 3795. It was confirmed that Bylaw No. 3795 does not require dogs to be leashed and that park regulations are generally established through a management plan at the time of park establishment.

Staff reported that the Animal Regulation and Impounding Bylaw, Bylaw No. 1465, addresses dangerous animals and that reports of dangerous animals can be reported to CRD Bylaw Enforcement. Staff further reported that a kennel licence is required for keeping more than 4 dogs and that a property's zoning must permit kennel use.

Commission discussion ensued regarding opportunity to decrease negative dog encounters in community parks. Commission comment was forwarded noting that CRD Regional Parks has implemented Dog Management Policy Framework.

**b) Capital Plan Amendment – Active Transportation Network Plan**

Don Closson advised that the Commission supported making application to the British Columbia Active Transportation Infrastructure Grants Program to support the creation of an Active Transportation Network Plan (ATNP) for the Juan de Fuca Electoral Area at its meeting of September 26, 2023. The application for the ATNP has been approved. To support the project moving forward, a motion is required from the Commission to amend the Capital Plan for 2024.

**MOVED** by Director Wickheim, **SECONDED** by Commissioner McAndrews that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends that the Capital Plan for 2024 be amended to reflect the addition of the Active Transportation Network Plan.

**CARRIED**

**11. Next Meeting**

April 23, 2024

**12. Adjournment**

The meeting adjourned at 5:03 pm.

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Sid Jorna, Chair

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Wendy Miller, Recorder