



Making a difference...together

**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, April 27, 2021, at the Juan de Fuca Local Area Services Building,  
3 – 7450 Butler Road, Otter Point, BC**

---

**PRESENT:** S. Jorna (Chair) (EP), V. Braunschweig (EP), J. Gaston (EP), K. Lewis (EP),  
S. McAndrews (EP), S. McKay (EP), P. Sloan (EP)  
**Staff:** D. Closson, Manager, Juan de Fuca Community Parks and Recreation;  
W. Miller, Recorder (EP)  
**ABSENT:** B. Croteau, Director M. Hicks  
**PUBLIC:** 0

EP – Electronic Participation

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

**1. Approval of the Agenda**

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

**2. Adoption of the Minutes of February 23, 2021**

Discussion ensued regarding the unauthorized trail at Seagirt Ponds Community Park. Don Closson confirmed that the compensation received for remedial works can be used to address the unauthorized trail. Operational funds are also available to address the unauthorized trail, if required.

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner Lewis that the minutes from the meeting of February 23, 2021 be adopted, as amended. **CARRIED**

**3. Chair's Report**

The Chair reported that it is understood that the large parcel located to the north of the Otter Point fire hall is under new ownership. The Commission may be requested to make comment/recommendations pertaining to park considerations, should development applications be received.

**4. Director's Report**

No report.

**5. Staff Reports**

**a) Staff News**

**Bylaw No. 3763 Amendment**

The Commission asked that staff continue to pursue comment on the status of the initiative to update the bylaw for the Commission.

**Carpenter Road Dam Remediation/Safety Report**

- the contract has been awarded and a draft safety plan submitted
- the provincial Dam Safety Officer was contacted as part of the dam assessment process
- the Province has responded with an order in accordance with the *Dam Safety Regulation* requiring surveillance, downstream owner notification, and notice from the CRD as to if the dam will be retained or decommissioned
- the earthen dam is not engineered and was accepted as park dedication as part of a subdivision application (S-24-93)
- the dam is not used for irrigation or fire protection
- the park and water body has, over time, established vegetation and wildlife value
- should the dam be retained, engineering works, a water licence and ongoing monitoring will be required
- should the dam be decommissioned, remediation to return the site to its original state can be anticipated
- CRD Protective Services and CRD Risk and Insurance have been asked to comment on the plan and course of action

**Hatchery Release – Poirier Lake – William Simmons Park**

- Vancouver Island Trout Hatchery stocked the lake on April 16, 2021
- further stocking is anticipated in the fall
- requests to host learn to fish programs are anticipated
- such requests are operated under permit

**Compensation at Seagirt Ponds Community Park**

Don Closson reported that he met with the Seagirt Ponds Preservation Society on April 7, 2021 to discuss allocation of compensation funding received in response to a recent incident of tree cutting and trespass.

The Society has indicated support for:

- decommissioning the unauthorized trail and signing other trails that are being used by the public, which have not been authorized
- creating a short trail to a bench location which will create a viewing location for the second pond
- creating a longer trail to a bench location which will create a viewing location for the second pond
- repairing an existing trail
- creating interpretive signage/mapping in collaboration with staff for the information kiosk

Don Closson reported that:

- the Society has been asked to prioritize the project list and provide a timeline/budget for each project
- the Society has indicated that interest has been received in a bench donation
- works in designated riparian development permit areas may require professional oversight as required by bylaw (East Sooke Official Community Plan)
- a report of hazard trees was received by an adjacent resident
- hazard tree work is scheduled for May 4, 2021 at a cost of approximately \$1500

**Priest Cabin Access Agreement**

- the maintenance access agreement between the CRD, the JdF EA and the land owner remains under review
- the JdF Community Parks and Recreation Program will not be absorbing the landowner's legal fees, as requested by the landowner
- opening of Cedar Coast Road continues to be under review by the Ministry of Transportation and Infrastructure
- Cedar Coast Road is a public road which is currently gated
- park users have been parking in front of the gate which has obstructed access by property owners permitted to access the gated road
- the gated road is also adjacent to land held by the CRD for fire protection works used by the Shirley Volunteer Fire Department
- removal of the gate would allow the public to the access the park closer to the trail head
- in the interim, no parking signage will be posted on the road gate
- establishing a trail from Priest Cabin Park along the right-of-way through Lot 177 to connect to what is referred to as the Matterhorn access continues to be on the work plan for 2021

The Chair requested that staff confirm that the right-of-way through Lot 177 connects to Crown land.

**Port Renfrew Community Centre**

The annual safety inspection for the Port Renfrew Community Centre was completed on April 11, 2021 at a cost of approximately \$1700.

**Sheringham Point Community Park**

- a renewal Operating Agreement for the Sheringham Point Lighthouse Preservation Society was drafted as the current agreement expires April 2021
- under the agreement, the Society must maintain the private road and lower parking lot signage/gate structures at its own expense
- the agreement language related to signage/gate structures was requested by the Society as there has been an increase in camping and dumping at the lower parking lot due to a decrease in visitations to the lighthouse
- the gate will not restrict access to the public trail
- the agreement, once finalized, will be in effect until 2031

A Commissioner reported that:

- human waste continues to be an issue although access to the lower parking lot and lighthouse lands have been restricted during the COVID-19 pandemic
- the Society intends to post signage and then monitor lower parking lot use prior to implementing an opening and closing procedure for the gate

**Port Renfrew Tennis Court Resurfacing**

- the contractor for resurfacing/paving has been selected
- the contractor for court amenities and line painting has been selected
- contract work anticipated to begin in June

**2021 Maintenance Staff Hiring**

- Blair Barrett has accepted the PW5 position
- Connor Ronayne has accepted the PW2 position
- positions run from May 1 – September 29, 2021

**Otter Point Road Improvements**

Don Closson reported that:

- this project and in-kind works at Butler Road Park are now complete
- road seed mix was not considered appropriate for the park
- a quote for seeding at Butler Road Park is pending

**Possible Trespass at “The Shores Park”**

- the survey conducted on March 19, 2021 indicates that trespass has taken place
- staff is working with CRD Bylaw Enforcement to determine a course of action to rectify the situation

**Coppermine Park Permit**

- the request for a park permit to host a “Farmers Market” at Coppermine Park has been withdrawn
- upon review of the request, it was determined that the park is not zoned for market use by a private entity

**Kemp Lake Fishing Dock**

- the dock was impacted by a recent storm which caused the dock to move from its original moorings
- Freshwater Fisheries BC, the dock funding agency, has been advised that the unmoored portion of the dock has been secured to an adjacent private dock
- work will not be completed by April 28, 2021, as originally anticipated
- a meeting is scheduled with provincial representatives to review the site and actions required to rectify the situation

**6. Unfinished Business Continued**

**a) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw**

Don Closson reported that:

- the Commission is asked each year to forward a recommendation to the CRD Board regarding its fee schedules for the upcoming year
- the Commission was scheduled to review its fee schedules in detail at its March 2020 meeting
- no changes were made to the schedules at that time due to a decrease in the number of park permits and community hall rentals as a result of COVID-19
- the fee schedules were last changed by the Commission in 2016

Commission discussion ensued regarding opportunity to promote continued use of community parks by various users while concurrently supporting park use under permit, as required.

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner Lewis that the Park Use Permit Fees and Charges Schedule be amended to read:

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (Subject to applicable tax)
For events or activities such as a festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators.	\$30.00/permit
Frequent Users: 5 or more events/year.	\$120.00/permit
For children's parties.	\$30.00/permit
For private events such as weddings or celebrations with 10 or more participants.	\$100.00/permit

**CARRIED**

Commission support was forwarded to amend the fees and charges schedule for the Port Renfrew Community Centre to clarify daily/hourly rates.

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner Braunschweig that the Port Renfrew Community Recreation Centre Fees and Charges Schedule be amended to read:

<b>Dance Hall (Subject to applicable tax)</b>	
Events up to 100 people	\$ 200.00 day/night
Events with greater than 100 people	Negotiated
Set-up Fee	\$ 50.00
Clean-up Fee (minimum 4 hours)	\$ 25.00 hr
Damage deposit – events up to 100 people	\$100.00
Damage deposit – events greater than 100 people	\$ 500.00
<b>Meeting Room (Subject to applicable tax)</b>	
Rate per hour (4 hour minimum)	\$ 25.00 hr
Fee for use of kitchen	\$ 50.00
<b>Offices (Subject to applicable tax)</b>	
Monthly lease	Negotiated

**CARRIED**

Commissioner Lewis left the meeting at 5:00 pm.

- b) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions**  
Discussed under Staff News.
- c) Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)**  
Application remains active. No update.
- d) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail**  
Discussed under Staff News.
- e) Park Management/Development Plans**  
Don Closson outlined CRD bylaws and plans that guide the Commission and confirmed that, since the approval of the current Community Parks Strategic Plan (CPSP), one site management plan has been approved by the Commission for William Simmons Memorial Park.

Don Closson reported that the current CPSP provided management actions for 2010 – 2020. After discussions with CRD Regional Parks, the JdF Director was approached regarding opportunity to receive Community Works Funds (CWF) to support a process to update the CPSP. The Director has agreed to allocate \$30,000 from the CWF program for this project.

Commission discussion ensued regarding the role of the Commission throughout the proposed process.

Don Closson stated:

- support for the Commission extending the term of the current CPSP until such time that until a new document is approved
- that he will report the key management items completed to date at the May meeting

**7. Next Meeting**  
May 25, 2021

**8. Adjournment**

The meeting adjourned at 5:20 pm.

---

Sid Jorna, Chair

---

Wendy Miller, Recorder