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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **June 25, 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 April 23, 2024
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Report
 - a) Staff News
8. New Business
 - a) Capital Plan Amendment – Community Works Fund – Port Renfrew Community Centre Condition Assessment and Repairs
9. Next Meeting: To Be Determined
10. Adjournment



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, April 23, 2024, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), V. Braunschweig, T. Guenard, C. Lacroix (EP), S. McAndrews, S. McKay, P. Sloan (EP), Director A. Wickheim
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation; D. Lucas, Planner; W. Miller, Recorder
PUBLIC: 0

EP – Electronic Participation

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

3. Adoption of Minutes from the Meeting of March 26, 2024

MOVED by Commissioner Guenard, **SECONDED** by Commissioner Sloan that the minutes from the meeting of March 26, 2024, be adopted. **CARRIED**

4. Chair's Report

No report.

5. Director's Report

The Director thanked staff and the Commission for attending the site visit scheduled today to consider the proposed improvements to Fishboat Bay Park.

The binoculars contemplated for Fishboat Bay Park have been installed at the Sheringham Point Lighthouse site.

6. Commissioner Reports

East Sooke – Seagirt Ponds

- the volunteer work party to address Daphne removal has been postponed
- the Seagirt Ponds Preservation Society hosted a bird migration talk and a lichen walk and talk in the park
- a poetry event is scheduled in the park in May

East Sooke – Copper Mine

- the Friends of Copper Mine Park Society, formed in 2012, anticipates winding down this year
- prior to winding down, the Society would like to support improvements to allow a safer and more usable baseball field for young children

Don Closson reported that he has requested a quote for the proposed improvements and that improvement costs will be reported at a future meeting.

Director Wickheim thanked Commissioner Braunschweig and the Friends of Copper Mine Park Society for years of support.

7. Delegation - Juan de Fuca Community Planning

a) Zoning Amendment Application RZ000282 – Parcel A (DD 104752I) of District Lot 745, Renfrew District; Parcel B (DD52657I) of District Lot 745, Renfrew District; District Lot 175, Renfrew District; and Strata Lot 13 of Section 76 and District Lot 745, Renfrew District, Strata Plan VIS4766 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1 (10700 Block of West Coast Road)

Darren Lucas spoke to the staff report for the application to rezone the subject properties from the Forestry (AF) and Resource Land (RL) zones to a new Wilderness Campground (WC) zone.

The Juan de Fuca Land Use Committee (LUC) considered the staff report at its meeting of March 19, 2024. At that meeting, the LUC recommended that the application be referred for comment.

The Commission is requested to comment on if its interests are affected by the application. Comments received will be returned to the LUC for consideration.

The subject property was highlighted.

Policies from the Shirley – Jordan River Official Community Plan and the Community Parks and Recreation Strategic Plan which support the establishment of a network of trails for recreation and increased opportunity for safe walking routes and greater community connectivity were outlined.

The Commission acknowledged that the subject property:

- fronts West Coast Road
- is in the vicinity of Priest Cabin Community Park and Fishboat Bay Community Park
- proposal includes a parking lot across from Fishboat Bay
- is adjacent to a property which is under subdivision application for which the Commission has recommended park dedication in the form of land

MOVED by Commissioner Guenard, **SECONDED** by Commissioner Braunschweig that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that the Commission's interests are affected by the proposal (RZ000282) and that the Commission supports continued safe trail connectivity and recreation in the community including connecting backcountry trails and active transportation routes.

CARRIED

b) Zoning and Official Community Plan Amendment Application RZ000284 - Section 4, Renfrew District, Except Those Parts in Plans 427R, 23879, VIP68644, VIP79213, VIP80549, VIP82411, EPP69011 and EPP117093 (12036 West Coast Road)

Darren Lucas spoke to the staff report for the application to amend the Shirley-Jordan River Official Community Plan, Bylaw No. 4001, by redesignating a 3.3 ha portion of the subject property from Pacific Acreage (PA) to Commercial (CO) with amendments and to amend Bylaw No. 2040 to amend the Wildwood Terrace Neighbourhood Commercial (C-1A) zone to permit additional commercial uses and a smaller average and minimum parcel size to facilitate subdivision.

The Juan de Fuca Land Use Committee (LUC) considered the staff report at its meeting of March 19, 2024. At that meeting, the LUC recommended that the application be referred for comment.

The Commission is requested to comment on if its interests are affected by the application. Comments received will be returned to the LUC for consideration.

The subject property was highlighted.

Policies from the Shirley – Jordan River Official Community Plan and the Community Parks and Recreation Strategic Plan which support the establishment of a network of trails for recreation and increased opportunity for safe walking routes and greater community connectivity were outlined.

The Commission acknowledged that the subject property:

- fronts West Coast Road
- is in the vicinity of Juan de Fuca Provincial Park, First Creek Community Park, Jordan River Regional Campground and Jordan River Regional Park

MOVED by Commissioner McAndrews, **SECONDED** by Commissioner Sloan that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that the Commission's interests are affected by the proposal (RZ000284) and that the Commission supports continued safe trail connectivity and recreation in the community including connecting backcountry trails and active transportation routes.

CARRIED

8. Staff Reports

a) Staff News

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

Priest Cabin

- site visit with the owner of Lot 26 held last week
- CRD Real Estate to contact the owner of Lot 26 to proceed with renewal of the maintenance access agreement over the lot

Kemp Lake Fishing Dock – Chubb Road Location

- the Water License approval document with the Province has been finalized

Butler Road Park Improvements

- Environmental Assessment Report requirements are being scheduled for spring 2024
- the Qualified Professional is supportive of working on the project with a local University of Victoria student

Lot 64 – Port Renfrew

- with the assistance from the CRD Environmental Resource Management Department, the burn pile has been removed
- the fence at the tennis court has been repaired

Wieland Road

- the Ministry of Transportation and Infrastructure has been contacted regarding subdivision application SU000711 and SU000756 and the related construction of the trail on the Wieland Road right-of-way in advance of the full length of the right-of-way formally coming under the Licence of Occupation held by the CRD

9. New Business

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

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.

Don Closson responded to a question from the Commission advising that park permit does not allow for exclusive use of a park although a park permit can permit the reservation of a portion of the park such as a picnic shelter.

MOVED by Commissioner McKay, **SECONDED** by Commissioner Guenard that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission maintain its current fees (Schedule D and Schedule E) for 2024-2025.

CARRIED

10. Next Meeting

May 28, 2024

11. Adjournment

The meeting adjourned at 4:29 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, JUNE 25, 2024**

SUBJECT: Staff News

ISSUE: Information

Priest Cabin

- A map has been commissioned from a local contractor to show parks and trails. This map is to be posted at Priest Cabin Park in several locations.
- The Manager is working with CRD Real Estate to renew the access agreement at Priest Cabin Park for one year. The agreement was sent to the landowner for signature on May 08.
- Signs have been posted to instruct the public to stay on established trails, this is to address complaints of public trespass onto adjacent property.
- A contractor has been hired to install several culverts (scheduled for June 25-27) at the Matterhorn Access Trail location (construction from 2023) to prevent scouring during heavy rain.

Elements of the work:

- ditching
- culvert installation
- adding additional gravel where necessary
- sign installation

Kemp Lake Fishing Dock – Chubb Road Location

Work underway and to be done to relocate dock facility at the 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.
- The Water License has been approved by the Ministry of Water, Land and Resource Stewardship.
- Removal of the existing dock will occur just prior to dock installation. Removal scheduled for July 02.
- Dock installation is scheduled for July 09 – 11. All sections of the dock were delivered to the CRD JdFEA parks compound June 05.
- Monitoring for “Western Painted Turtle” presence started June 01 and will continue until the dock is installed.
- Vegetation maintenance adjacent to the right-of-way was scheduled for June 12-22 in preparation of installation and to address hazard tree concerns.
- Picnic table and bear proof garbage bin to be installed after dock installation.

Butler Road Park Improvements

Improvements have been discussed and underway:

- Reforestation and/or revegetation – ongoing.
- Environmental Assessment Report requirements are being scheduled for spring 2024. The Manager has met with the Contractor and work should begin soon.
- 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 volunteer group has connected with TreeCanada, a not-for-profit organization that will provide funding for some of the vegetation planned for the site.
- Large boulders and tree-stumps have been solicited for the site, date for delivery has yet to be determined.
- A “Willow Tunnel” is proposed for the site, the volunteer group is having difficulty finding adequate material (Scouler’s willow) at this time to complete this feature.
- The cedar bench donation was delivered and installed.

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 has commenced at The Park. Initial work will consist of background information gathering and local resident interviews, physical ground truthing work will proceed late spring and summer. The draft report is scheduled to be completed by September 30, 2024.

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. A burn pile was removed in April with the assistance of the CRD contaminated sites program.
- Define the parking lot area at the tennis court.

The initial work will consist of background information gathering and local resident interviews for Lot 64.

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

Fishboat Bay

A Community Works Fund application can be applied for to complete staircase and viewing platform work, if supported by the JdFEA Parks and Recreation Advisory Commission.

A design rendering has been requested and a list of project considerations is being compiled to assist in charting a course forward for this project.

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 (ongoing).

Seagirt Ponds Park

The Manager has determined that a large-scale treatment option for yellow flag iris is not necessary. A potential treatment window, which was originally scheduled for the first week of July has been deferred.

Waiting on confirmation of memorial bench dedication.

Operational maintenance is ongoing.

Wieland Road Trail Project

Elements of the project:

- This will be a multi-year project.
- At its meeting of March 26, the Commission recommended acceptance of the landowner's offer to secure/construct the trail portion on the Wieland Road statutory right-of-way to meet provision of park land requirement for subdivision (SU000711 & SU000756).
- The Commission's recommendation was supported by the Juan de Fuca Land Use Committee on May 21 and by the CRD Board on June 12.
- This trail section will be between the Kemp Lake Road (treed) section and the riparian area behind the storage business at Sooke Business Park (approximately 805 meters).
- The Manager has determined the location of trail on the road right-of-way. The landowner has been briefed on trail construction procedures and construction is anticipated to begin in June/July.
- The Manager has met with a not-for-profit entity, Greentree Canada, on June 05 to discuss the potential for revegetation grant support for this project. The application will be sponsored by the Juan de Fuca Community Trails Society, which will assist in getting the application approved as the applicant can not be a government organization.

Sheringham Point Trail

Operational maintenance continues at Sheringham Point Trail.

2024 Hiking Program - Juan de Fuca Community Trails Society

A total of \$800 has been allocated to support the Juan de Fuca Community Trails Society's monthly guided hikes.

Mount Matheson Connector Trail

The Manager is working with a resident who lives adjacent to the Mount Matheson connector trail to determine if fencing the connector trail is a realistic solution to trespass issues from the public and their pets. The JdFEA Parks operation budget does not have adequate funding to support the proposed fencing solution. The Manager, with Commission and Electoral Area Director, support may choose to apply for CWF support. The cost for the fencing project is approximately \$20,000, with the residents required to pay half.

The fence would be black chain link, four feet high and approximately 100 meters long. Both sides of the trail are identified for fencing.

Port Renfrew Community Centre

- A Community Works Fund (CWF) application has been submitted to commence with a condition assessment for the Port Renfrew Community Centre. The CWF application includes a funding request for repairs that will likely be identified in the assessment.
- A Commission motion is required to amend the JdF Recreation 2024 Capital Plan to allow this project to proceed.

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