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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **November 26, 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 October 22, 2024
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Report
 - a) Staff News
8. New Business
 - a) Matterhorn Discussion
9. Next Meeting: January 28, 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, October 22, 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 (EP), C. Lacroix (EP),
S. McAndrews, S. McKay, P. Sloan, Director A. Wickheim
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
W. Miller, Recorder
PUBLIC: 0

EP – Electronic Participation

The meeting was called to order at 3:01 pm.

1. Territorial Acknowledgement

The Chair provided a Territorial Acknowledgement.

2. Approval of the Agenda

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

3. Adoption of Minutes from the Meeting of June 25, 2024

MOVED by Commissioner Andrews, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of June 25, 2024, be adopted. **CARRIED**

4. Chair's Report

The Chair welcomed everyone to the meeting.

5. Director's Report

The Director advised that he met with Fishboat Bay Road residents to introduce proposed improvements to Fishboat Bay Community Park. Comments received at that meeting have been shared with staff.

As part of the endeavours to increase the profile of community parks, support was forwarded for promoting community parks as dark sky areas.

Appreciation was extended to Commissioner Braunschweig and Don Closson for collaborating with CRD Integrated Water Services to enhance parking along Copper Mine Road as part of the pump station upgrade.

6. Commissioner Reports

East Sooke – Seagirt Ponds

- Seagirt Ponds Preservation Society (SPPS) is planning an invasive species removal work party on November 2 with regular work parties thereafter
- SPPS has resumed its speakers' program

Don Closson asked that SPPS contact staff regarding biomass removal needs.

East Sooke – Copper Mine

- tree windfall occurred during the last storm
- positive comment was forwarded regarding the recent installation of the garbage bin

Otter Point – Admiral's Forest

- tree windfall occurred during the last storm
- culvert work is required in one location
- interest has been expressed in utilizing the park for a forestry education program

7. Staff Reports

a) Staff News

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

Kemp Lake Fishing Dock

- ladder has been installed
- throw ring being sourced
- dock extension to provide access to deeper water being considered

Butler Road Park Improvements

- photos from the TreeCanada planting event were highlighted
- plantings will need to be watered until foothold is established
- staff have the ability to trailer water to the location

Lot 64 – Port Renfrew

- level of support for improvements at Lot 64 will be solicited through the Official Community Plan update process which is now underway
- comments received through that process will be communicated back to the Commission

Fishboat Bay

- a consultant has been contacted to provide a rendering/drawing of the planned viewing platform
- public and First Nation consultation will commence once the rendering has been received

Seagirt Ponds

- memorial bench donation has been received

Wieland Road Trail Project

- photos of the recently completed trail segment highlighted
- construction of the trail segment was a condition of subdivision (SU000711 & SU000756)
- a request for proposal will be required to complete the work required to complete the trail segment between Ramsden Road and Bulter Trail
- trail will be closed until such time that the CRD is granted occupation to the full right-of-way

Commission discussion ensued regarding future opportunity to connect the Wieland Road right-of-way to Boxer Road to support trail access to Kemp Lake as well as to Crown land located in the Kemp Lake area.

8. New Business

a) 2025 Provisional Budget Review

Don Closson directed attention to the Community Parks (405) and Community Recreation (408) budgets and to the 5-year capital plan as included in the agenda package. Capital plan projects were outlined. It was confirmed that a budget increase is requested to support more staff time to support planned capital projects.

MOVED by Commissioner McKay, **SECONDED** by Commissioner Sloan that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends approval of the Community Parks budget and the Community Recreation budget, as presented.

CARRIED

Commission comment was forward supporting adding capital planning items for 2026 to a future meeting agenda.

9. Next Meeting

November 26, 2024

10. Adjournment

The meeting adjourned at 4:43 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, NOVEMBER 26, 2024**

SUBJECT: Staff News

ISSUE: Information

Kemp Lake Fishing Dock – Chubb Road Location

- Water levels at this location have been quite high due to recent rain events.
- The Manager is working towards adding two additional sections to the dock to allow for deep water fishing access.

The Park – Port Renfrew

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, followed physical ground truthing work. The draft report is scheduled to be completed by November 30, 2024.

Playground installation potential will be determined once the results of the full Arch survey have concluded.

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.
- Define the parking lot area at the tennis court.
- Possibly install a gate to limit access

The Port Renfrew Official Community Plan process will provide the residents with an opportunity to provide input on future improvements to Lot 64.

Fishboat Bay

A Community Works Fund (CWF) application has been approved to complete a staircase system and viewing platform.

A list of project considerations is being compiled to assist in charting a course forward for this project in 2025.

- The CRD Archeologist has been contacted to initiate a dialogue with First Nations and conduct an archaeological survey for the site.
- A geotechnical contractor has been consulted to start work on a steep slope survey as required under the development permit.
- A request for an updated License of Occupation has been submitted to the Ministry of Transportation and Infrastructure (MoTI).
- The Manager has contacted a consultant to request a rendering/drawing of the planned viewing platform and staircase.
- A building permit will be required once engineered drawings have been completed.

Admiral’s Forest

Work at Admiral’s Forest continues 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).

The Manager has purchased coloured discs corresponding to the colour scheme associated with the various trails. Staff will secure the coloured discs along the length of each trail to assist the public with location identification. The discs are currently being deployed at Admiral’s Forest.

Seagirt Ponds Park

The Manager is working with a local resident on confirmation of memorial bench dedication.

Wieland Road Trail Project

This will be a multi-year project. Elements of the project:

- The Manager met with a not-for-profit entity, TreeCanada, 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 cannot be a government organization.
- Construction to connect Kemp Lake Road to the newly constructed trail (approx. 150 m) has been completed. The successful contractor was Sooke Backhoe Services at \$19,000.00.

Sheringham Point Trail

Operational maintenance, including downed tree removal, continues at Sheringham Point Trail.

Mount Matheson Connector Trail

The Manager has requested CWF funding to construct fencing along the trail boundary in 2025.

Port Renfrew Community Centre

- A CWF application has been approved 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.
- Contractor quotes for the building assessment report are due November 20, 2024

Active Transportation Network Plan

- The public survey associated with the ATNP process has closed and the contractor is working to collate the information received.
- Update meetings have been held between the Manager and the contractor to determine if an additional survey is required and what the draft report will look like once completed.

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| 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 |