

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **February 25, 2025, at 3 pm**

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

AGENDA

1. Territorial Acknowledgement
2. Elections
3. Approval of Agenda
4. Adoption of Meeting Minutes of November 26, 2024
5. Chair's Report
6. Director's Report
7. Commissioner Reports
8. Staff Report
 - a) Operational Update
 - b) Strategic Plan Direction
 - i. Parks Inventory and Asset Management
 - ii. Project Identification (Prioritization)
 - iii. Project Approval, Consultation, Procurement, Initiation and Construction Process
9. Next Meeting: March 25, 2025
10. Adjournment



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, November 26, 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), S. McAndrews,
S. McKay (EP), P. Sloan (EP), Director A. Wickheim
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
W. Miller, Recorder
ABSENT: C. Lacroix
PUBLIC: 2

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 Commissioner Braunschweig, **SECONDED** by Commissioner McAndrews that the agenda be approved as amended to add Delegation - Bob Kreiss Re: Matterhorn Discussion **CARRIED**

3. Adoption of Minutes from the Meeting of October 22, 2024

MOVED by Commissioner Sloan, **SECONDED** by Commissioner McAndrews that the minutes from the meeting of October 22, 2024, be adopted. **CARRIED**

4. Chair's Report

The Chair welcomed public attendees to the meeting.

5. Director's Report

The Director advised that:

- project details for the proposed improvements to Fishboat Bay Community Park are being assembled
- staff are working to address tree windfall that occurred during the last storm
- Commissioner reappointments/appointments will be considered by the CRD Board at its December meeting

6. Commissioner Reports

Port Renfrew – Lot 64

- there is significant tree windfall on the statutory right-of-way trail that runs from Lot 64 to the marina

East Sooke – Seagirt Ponds

- Seagirt Ponds Preservation Society (SPPS) held four invasive species removal work parties in November
- SPPS hosted an information session on the invasive American Bullfrog

Don Closson advised that sightings of American Bullfrogs can be reported to the CRD Invasive Species Coordinator. It was further advised that windfall biomass will not be removed from the park.

East Sooke – Copper Mine

- no further tree windfall has occurred since the last storm
- the new parking area established as part of the pump station upgrade was utilized during the community Halloween event

Otter Point – Admiral's Forest

- tree windfall occurred during the last storm

Don Closson confirmed that staff addressed the windfall at Admiral's Forest last week.

7. Delegation

a) Bob Kreiss re: Matterhorn Discussion

Stated support for establishing a public park as the area provides:

- spectacular views
- unique rocky summits
- a challenging hike
- opportunity to create a loop trail connecting Priest Cabin Community Park to French Beach Provincial Park

Photos of the area and proposed loop trail were highlighted.

8. Staff Reports

a) Staff News

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

The Park – Port Renfrew

- planned archaeological work will not include LIDAR

Fishboat Bay

- proposed works will require building permits
- park is currently closed due to a downed Siska spruce

Seagirt Ponds

- placement of a plaque will be discussed with the donor once the donated memorial bench is installed

Wieland Road Trail Project

- plantings received from TreeCanada can be planted by volunteers
- trail construction to connect Kemp Lake Road to Ramsden Road has been completed

Port Renfrew Community Centre

- contractor quotes for the building assessment report are due November 29 not November 20 as noted in the staff report

Active Transportation Network Plan

- community survey work to recommence in December/January 2025
- stakeholder interviews have been completed with CRD Regional Parks, BC Parks, District of Sooke and the Ministry of Transportation and Transit

Kemp Lake Fishing Dock

Comment from the Commission was forwarded advising that a member of the public has relayed support for signage to advise that the Chubb Road access is not the boat launch.

Don Closson advised that signage can be considered to distinguish that the Manatu Road access provides a trailered boat launch and that the Chubb Road access provides a manual boat launch for canoes and kayaks.

At this time, Don Closson reported that he will be retiring at the end of the year.

The Director and the Commission membership thanked Don Closson for his service.

9. New Business

a) Matterhorn Discussion

Commission comment included:

- area provides a rocky promontory over French Beach
- the Commission is delegated authority to make recommendation on the acquisition of additional park lands
- the Shirley – Jordan River Official Community Plan (OCP) identifies the desire to establish a trail between Tieulie Place and the Matterhorn
- the Otter Point OCP identifies the desire to establish scenic viewpoints and access to the backcountry
- establishing park/trail in the Matterhorn area is in keeping with the Commission's objective to provide active transportation routes

Don Closson advised that there are private land holdings to the north of the statutory right-of-way above Priest Cabin Park and to the north of Tieulie Place. It was further advised that discussions were held with the Private Managed Forest Land property owner in 2023 regarding formalizing a route to the Matterhorn. The response at that time was that access permits will not be considered until a policy for government use is established. Access by way of permit would be more cost effective than establishing a park.

10. Next Meeting

January 28, 2024

11. Adjournment

The meeting adjourned at 4:18 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, FEBRUARY 25, 2025**

SUBJECT: Operational Update

ISSUE: To provide the JdF EA Parks and Recreation Advisory Commission with updated information on community park operations in the Juan de Fuca Electoral Area.

Kemp Lake Fishing Dock – Chubb Road Location

Staff are working towards adding two additional sections to the dock to allow for deep water fishing access as originally intended. Additional capital has been requested (\$20,000) to complete the project. A quote has been received and found to be acceptable. (\$16,000 + delivery and assembly).

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 recommended that additional work be done to better determine the presence or lack thereof of archeological artifacts.

A Notice to Proceed will be sent to the consultant to initiate this Phase 2 work.

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

Lot 64 – Port Renfrew

The Port Renfrew Official Community Plan (OCP) 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 initiated a dialogue with First Nations regarding an archaeological survey for the site. A Notice to Proceed will be sent to the consultant to initiate this Phase of work. Pacheedaht have expressed support for the improvements.
- 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 Transit (MoTT). MoTT and JdF staff are working to complete the review and approval process.
- A Request for Proposal (RFP) process will be initiated once preliminary information gathering has been completed and approvals have been obtained.
- A building permit will be required to complete the project.

Admiral's Forest

Work at Admiral's Forest continues with hazard tree abatement, the installation of split rail fencing and signage to define park boundaries and closed trails. Split rail fencing will be used to improve main access trail locations (ongoing).

Staff have installed coloured discs along each trail to assist the public with location identification.

Seagirt Ponds Park

Staff are working with a local resident on confirmation of memorial bench dedication. The bench is installed with the memorial dedication yet to be attached.

Wieland Road Trail Project

This will be a multi-year project.

- Staff met with a not-for-profit entity, TreeCanada, on June 05, 2024, 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.
- A RFP is being initiated to construct the remainder of the trail from Ramsden Road to the Butler communication tower. At present, \$100,000 has been allocated for 2025 in the 5-year Capital Plan. Additional funding requirements may be identified through the RFP process.
- Additional culverts may be required at select locations along the length of trail in the Wieland right-of-way.

Mount Matheson Connector Trail

The construction of fencing along the trail boundary has been included in the 2025 Capital Plan. The project would likely be funded by the CWF.

Port Renfrew Community Centre

- Stantec has been awarded the contract to complete a condition assessment. The work commenced in February. The winning bid was \$12,300.
- The Song and Surf festival was held at the Port Renfrew Community Centre during the Family Day weekend.

Active Transportation Network Plan

- The second public survey associated with the Active Transportation Network Plan process commenced on February 20 and will close on March 6. The goal of the survey is to refine potential projects that were identified through the first round of public consultation.
- Meetings have been held between the JdF EA Project Team and the consultant to conduct a second online survey. The survey will be used to help prioritize projects within each OCP area.
- The Plan is to be completed by March 31, 2025.

Submitted by:	Iain Lawrence, MCIP, RPP, Senior Manager, Juan de Fuca Local Area Services
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