

**Capital Regional District
Juan de Fuca Electoral Area Parks and Recreation Commission
Minutes of a meeting held Tuesday, April 26, 2011
Juan de Fuca Electoral Area Office, #2 – 6868 West Coast Road, Sooke, BC**

Mission Statement:

“The Juan de Fuca Electoral Area Parks Commission is responsible for the acquisition, development, operation, preservation and maintenance of parks in the Juan de Fuca Electoral Area for our present and future residents.”

Present: Commissioners L. Paterson (Chair), V. Braunschweig, L. Deutscher, B. Mark,
W. Vowles (Alternate Director)
Absent: Commissioner K. Douch (Vice Chair), S. Jorna, I von Schuckmann
Staff: J. Loveys, Park Operations Services Manager, Regional Parks, Val Leigh-Dorin, Senior
Financial Analyst, Corporate Services, R. Hamilton, Parks and Recreation Manager,
W. Miller, Recording Secretary
Public: 1
Press: 0

1. CALL TO ORDER

At 5:05 pm the Chair ascertained that a quorum was not present. At this time, it was decided to allow the delegation to address the present members.

2. DELEGATION

- a) CRD Regional Parks re: Draft Terms of Reference for the Port Renfrew Community Centre's Operating Committee
The Regional Parks Operations Services Manager spoke to the proposed Terms of Reference for the Port Renfrew Recreation Centre Operating Committee detailing key themes brought forward from the community of Port Renfrew. It was advised the proposed operating committee is a committee of the Commission and recommends to the Juan de Fuca Electoral Area Parks and Recreation Manager on items related to annual rental fee schedule, operating budget and capital improvements. Minor revisions have been made to the terms of reference including four signature lines, one each for the Regional Director, Parks and Community Services General Manager, the Juan de Fuca Electoral Area Parks and Recreation Manager and the Commission Chair.

Upon Commission enquiry, the Senior Financial Analyst advised that wording implying the requirement for residency has not been included in the terms of reference as such wording is being removed from the standard CRD bylaw template. The Senior Financial Analyst circulated the Electoral Area Services Committee report of April 6. It was advised that, through an alternative approval process, the Port Renfrew Fire Protection and Emergency Response Service can be amended to include operation and maintenance of community recreation facilities as is the situation in Willis Point. This process will provide the authority to allocate resources for operation and maintenance of the Port Renfrew recreation centre. It was advised that currently approximately \$10,000 is allocated annually from the Commission's budget to support the building. It was confirmed that, through the amended bylaw, funding for this service will come directly from the Port Renfrew tax base; this bylaw must be approved through the alternative approval process to come into force. If the bylaw amendment is approved, a budget is anticipated to be in place by 2012.

The Alternate Director entered the meeting at 5:25 pm.

The Senior Financial Analyst spoke to capital improvements advising that a Towns for Tomorrow grant allowed for improvements to the fire hall and recreation centre with approximately \$83,000 identified for improvements to the recreation centre.

At this time, the Chair accepted comment from the public questioning allocation of revenues. The Senior Financial Analyst advised that existing and future revenues will be directed back to the recreation centre. All revenues received will be forwarded to CRD staff for deposit.

Commission comment noted that amendment of the Port Renfrew Fire Protection and Emergency Response Service bylaw may set precedence for amendment to other community fire hall services within the Juan de Fuca Electoral Area.

At 5:40 pm the Chair declared that a quorum was present.

MOVED by Commissioner Deutscher, **SECONDED** by Commissioner Braunschweig that the Commission recommend approval of the terms of reference for the Port Renfrew Recreation Centre Operating Committee and the Parks and Recreation Commission's responsibility for overseeing operations of this committee.

Commission comment was forwarded questioning anticipated cost per household. The Manager advised that this figure has not been communicated at this time. Further Commission comment was forwarded regarding potential rental revenue sources and benefit of the building to the community.

The Chair called the question and it was **CARRIED**

3. APPROVAL OF THE AGENDA

The Chair welcomed East Sooke representative, Valerie Braunschweig.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Mark that the agenda be approved as presented. **CARRIED**

4. APPROVAL OF THE MINUTES OF FEBRUARY 22, 2011

MOVED by Commissioner Mark, **SECONDED** by Commissioner Deutscher that the minutes of February 22, 2011 be approved as presented. **CARRIED**

5. APPROVAL OF THE MINUTE OF MARCH 22, 2011

MOVED by Commissioner Deutscher, **SECONDED** by Commissioner Vowles that the minutes of March 22, 2011 be approved as presented. **CARRIED**

6. CHAIR'S REPORT

7. DIRECTOR'S REPORT

8. STAFF REPORT

a) Staff News

Wieland Road Access

The trail statutory right of way and explanatory plan was completed in early March. A meeting with the property owner will be scheduled to review the drafted statutory right of way and the option of a temporary statutory right of way which would permit inclusion of timelines and the option of renewal.

DL 177 Statutory Right of Way – Priest Cabin

It was been confirmed that Western Forest Products will be using another access through the property, leaving sole right of access to the CRD over the existing road. The CRD will be responsible for the costs of part of the survey work, as well as the registration of the statutory right of way.

Official Opening, William Simmons Park, May 21

West Coast Gardening has been contracted to continue completion of work to prepare the park for the official opening in May. The parks maintenance crew will also be focusing on this park until the opening. The parks maintenance crew will be in attendance at the official

opening assisting with parking coordination. The Manager confirmed that Sooke Business Park has agreed to assist with overflow parking and that sandwich boards will be utilized to direct visitors to this entrance point.

In addition to hotdogs and water, some Commission support was forwarded for providing additional food and beverage selections including juice for children and a cake for inclusion in the opening ceremony. Commission comment suggested utilizing a grant in aid to support additional food selections. Commission comment requested identification of two handicap parking spots.

The Manager spoke to parks work required prior to official opening.

Staff – Parks Maintenance Worker Positions

The Manager advised that Jessica Dupuis will be returning to the Parks Maintenance Worker 1 position and Mark Wilson will be the new Parks Maintenance Worker 5.

Slide – The Park in Port Renfrew

The Port Renfrew Chamber of Commerce has acquired a slide for The Park. The Manager advised that installation will be completed by a certified inspector with the help of local volunteers. Installation is tentatively scheduled for May 25.

Trail Proposal – Mount Matheson

On April 18 CRD Regional Parks confirmed approval for funding to develop a trail link connecting the CRD easement over Lot 9 and future easement over Lot 11 of Mount Matheson Estates which would connect with Matheson Lake Regional Park and Roche Cove Regional Park. The Commission would be responsible for construction of a primitive trail to the boundary of Roche Cove Regional Park and future maintenance of the trail.

Becher Bay Development Permit – The Greens

The Department of Fisheries and Oceans has implemented a new Project Review Application. The application initially submitted in February regarding the proposed trail development that would connect to the proposed fee simple park will have to be resubmitted to adhere to this new format.

RAR Assessment Report – Poirier Lake

A qualified Environmental Professional will be contracted in May to complete a RAR Assessment Report for Phase 3 Site Management Plan objectives. The assessment will also be used to address vegetation removal and sight line needs from the day use area view point over the lake. The Commission raised no objection to the suggestion for installation of a bat box at the park.

9. NEW BUSINESS

10. UNFINISHED BUSINESS

- a) **Stewardship Agreements (Seagirt Ponds, Juan de Fuca Community Trails, Copper Mine)**
- b) **Otter Point Holdings – Trail/Cash-in-Lieu Contribution**
- c) **McLeod Industries (Z-03-08) – Cash in Lieu/Amenities**
- d) **Rezoning Application – Doeding & St. John – Cash in Lieu**
- e) **Goldstream Heights Subdivision**
- f) **Wieland Road Access – Statutory Right of Way Proposal**

g) Trail Statutory Right of Way – Priest Cabin

Commission comment was forwarded supporting a site visit by the Manager to confirm that adjacent land work has not crossed the boundary of the park.

11. QUESTION PERIOD

12. NEXT MEETING

May 24, 2011

13. ADJOURNMENT

It was **MOVED** and **SECONDED** that the meeting adjourn to conduct an in camera meeting in accordance with the Community Charter, Section 90 (1) (e) *Acquisition, disposition or expropriation of land or improvements* and (k) *Negotiations and related discussions respecting the proposed provision of a service.* **CARRIED**

The in camera meeting commenced at 6:55 pm and adjourned at 7:08 pm.

14. RISE AND REPORT

15. ADJOURNMENT

The meeting adjourned at 7:10 p.m.

Louise Paterson, Chair

Wendy Miller, Recorder