

**Capital Regional District
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Minutes of a meeting held Wednesday, December 14, 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), K. Douch (Vice Chair), A. Boquist
L. Deutscher, S. Jorna, B. Mark, I. Von Schuckmann, W. Vowles (Alternate Director)
Absent: V. Braunschweig
Staff: R. Hamilton, Parks and Recreation Manager; J. Klassen, Local Area Planning Manager;
W. Miller, Recording Secretary
Public: 1
Press: 0

1. CALL TO ORDER

The meeting was called to order at 5:10 pm.

2. APPROVAL OF THE AGENDA

The Chair advised that a member would be leaving the meeting early due to a prior commitment. The Chair requested that the Commission move in camera after Item 6 a) to allow for full membership attendance at the closed meeting.

MOVED by Commissioner Douch, **SECONDED** by Commissioner Deutscher that the agenda be amended as requested by the Chair. **CARRIED**

3. APPROVAL OF THE MINUTES OF SEPTEMBER 29, 2011

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Douch that the minutes of September 29, 2011 be approved as presented. **CARRIED**

4. CHAIR'S REPORT

5. DIRECTOR'S REPORT

The Alternate Director welcomed Anne Boquist to the Commission and thanked the recently reappointed members for volunteering for further terms.

6. DELEGATION

a) Electoral Area Planning Services – Subdivision Referral S-03-11 (Three Point Properties – Port Renfrew)

June Klassen spoke to the subdivision application proposing creation of four lots under 1.00ha, as well as a lot boundary adjustment. The application triggers park dedication in accordance with Section 941 of the *Local Government Act*.

It was advised that staff met with Ben Mycroft, representative for Three Point Properties, to discuss changes from the initial development proposal. At this meeting, the representative closed two 2007 subdivision files, advising that new applications would be coming forward at some future point.

As outlined in the Memorandum of Understanding (MoU) between the CRD and RTOWN HOLDINGS ULC (Three Point Properties), Three Point Properties is committed to development of a parks plan. With the exception of the commitments outlined in the MoU including a parks plan, closure of the 2007 applications allows Local Area Planning to start afresh with Three Point Properties in Port Renfrew.

7. MOTION TO MOVE IN CAMERA

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Douch 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 improvement.* **CARRIED**

The in camera meeting commenced at 5:20 pm and adjourned at 6:30 pm.

8. STAFF REPORT

a) Staff News

2012 Business Plan and Budget

The 2012 Business Plan for JdFEA Parks and Recreation was presented to the CAO and General Managers on October 3. A revised report in support of a new Parks Service bylaw and long term tax levy will be completed this month, and will require review and support from the Commission and Regional Director.

JdFEA and SSI Community Parks Regulations

The Community Parks Regulations Bylaw is complete and ready to be presented to the CRD Board in January for approval.

MOVED by Commissioner Vowles, **SECONDED** by Commissioner Von Schuckmann that the Commission recommend approval of Bylaw No. 3795, A Bylaw to Regulate the Use of Juan de Fuca and Salt Spring Island Electoral Areas Community Parks and Trails. **CARRIED**

Proposed Subdivision, Lot A, Sec. 74 – 11237 West Coast Road

Recommendations were submitted to MoTI last August supporting combining the two required foreshore accesses on Lot 1 adjacent to Sandcut Creek. One of the owners of this property is now deceased and there has been no further developments from either the owners or MoTI in regards to this subdivision proposal.

Travellers Insurance Report – Playground Equipment, The Park in Port Renfrew

A total of \$5,000 has been secured from CRD Risk, Real Estate and Facility Management in order to address liability issues identified in the Travellers Insurance Report. Work should be completed by January 2012.

Port Renfrew Community Hall – Renovations and Improvements

At this time, Commissioner Deutscher thanked the Manager for all his help, presenting a potted plant as a token of appreciation.

The remaining funding from the Towns of Tomorrow grant (for the new fire hall and improvements to the community hall) was made available to finish interior renovation needs as well as address risk and liability issues. The focus of the renovation/improvement work is to mitigate risks identified in a Risk Management Report and make improvements to the interior of the building to enhance its appearance and functionality for potential renters, community events and community recreation programs.

A contract to complete the work was signed on December 6 with Payne Construction. Work is anticipated to be completed by the end of December.

Mount Matheson Community Trail to Roche Cove Regional Park

The Mount Matheson Conservation Society has reached a tentative Statutory Right of Way Agreement with the owner of Lot 11 (Plan VIP 62356), which connects to an existing SRW over Lot 9 (extending from the Mount Matheson Road cul-de-sac). CRD comments have been submitted to the owner of Lot 11 for final review. The owner of Lot 9 will also be asked to make minor adjustments to the existing SRW to avoid obstructions and steep slopes. A final agreement on the SRW is anticipated by January 2012.

The Manager advised that the Mt. Matheson Conservation Society will fund the SRW costs as well as trail construction costs; that JdFEA Community Parks will be responsible for development, ongoing maintenance and signage of the community trail portion through the Lots 9 and 11 SRWs; Regional Parks will develop and maintain the connecting trail portion through Roche Cove Regional Park.

The Manager advised that he will negotiate construction of the community trail with Regional Parks. It is understood that no work is to commence until all funding is in place.

Kemp Lake Foreshore Access

Over the past several months, Ministry of Environment, Local Area Planning and the Manager have been acquiring cost estimates for proposed work on this foreshore access, based on the original project proposal developed by MoE in October 2010. This project will also require application for several permits, which includes: MoTI foreshore access permit, Crown Land Tenure permit for the proposed dock; Provincial Section 9 Notification, Fisheries and Oceans Dock Notification approval and the Transport Canada Navigable Waters Protection Act application for dock approval.

The Manager circulated the most recent project proposal. It was advised that the proposal will need the support of the JdFEA Parks and Recreation Advisory Commission and the community of Otter Point including the Kemp Lake Water District.

To solicit community support for the proposal, a public information meeting will be scheduled in Otter Point. OPSRRA will be utilized as a communications contact.

It is anticipated that the project will begin in the summer or early fall of 2012 as funding, secured by the Ministry of Environment, will not be known until March/April 2012.

Upon Commission member comment, the Manager advised that written confirmation from the Kemp Lake Water District supporting the proposal has been requested.

Commission member comment stated that the community will want to know the rationale for selecting the water access off Milligan Road as opposed to Chubb Road (waterworks intake). Further Commission comment supported ensuring the amenities will support various users including swimmers.

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Boquist that the Commission support proceeding with the MoE/CRD "Kemp Lake Angling Infrastructure Improvement Proposal" and consultation/support needs as outlined in the proposal.

CARRIED

Storage Bin at Sooke Potholes – 2012

The Manager advised that he has negotiated an arrangement with the Manager of the Land Conservancy Compound at Sooke Potholes Regional Park to install a metal storage container next spring at a cost of approximately \$4,000. The container will be utilized by the maintenance crew during the summer and provide secure storage for small vehicles and equipment over the winter.

Commissioner Douch left the meeting at 6:50 pm.

9. CORRESPONDENCE

10. NEW BUSINESS

11. UNFINISHED BUSINESS

a) Stewardship Agreements (Seagirt Ponds/Copper Mine)

It was advised that work continues to form a society for Copper Mine Park which will allow for a stewardship agreement to proceed.

b) Goldstream Heights Subdivision

It was advised that park dedication will not be triggered as the subdivision will not create a lot smaller than 2 hectares. Item struck.

c) Wieland Road Access – Statutory Right of Way Proposal

12. QUESTION PERIOD

Wayne Aulenback stated that the meeting was advertised as a public meeting. Comment was forwarded regarding closing the meeting at the beginning of the agenda and the length that the meeting was closed.

The Chair advised the agenda was amended to allow for full membership attendance during the in camera portion of the meeting.

13. NEXT MEETING

January 24, 2012.

At this time, the Manager advised that he will be unavailable from February 18 to April 1, 2012. The February meeting is at the call of the Chair.

Commissioner Von Schuckmann relayed that she will not be present at the January meeting.

14. RISE AND REPORT

a) Subdivision Referral S-03-11 (Three Point Properties – Port Renfrew)

MOVED and **SECONDED** that the Commission support

- issuing a letter to Three Point Properties supporting formulation of a park plan, incorporating the development lands, adjacent properties and overall community. Site visit needed to determine Commission interests.
- securing a bond (with triggers) equal to the cash in lieu value for subdivision application S-03-11 in exchange for amenities identified as part of the larger park plan. **CARRIED**

15. ADJOURNMENT

Commissioner comment was forwarded asking that staff endeavour to circulate Hiking Through History – Trails of the San Juan Valley to the membership.

The meeting adjourned at 7:00 pm.

Louise Paterson, Chair

Wendy Miller, Recorder