



Making a difference...together

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, November 27, 2012, at the Juan de Fuca Electoral Area Office, #2 – 6868
West Coast Road, Sooke, BC**

PRESENT: L. Paterson (Chair), V. Braunschweig, L. Deutscher, S. Jorna, B. Mark
Staff: R. Hamilton, Parks and Recreation Manager; J. Klassen, Local Area
Planning Manager, W. Miller, Recording Secretary
ABSENT: A. Boquist, K. Douch, I. Von Schuckmann, W. Vowles (Alternate Director)
PUBLIC: 1

The meeting was called to order at 3:08 p.m.

1. Approval of the Agenda

The following additions were made to the agenda:

- 7. b) Otter Point & Shirley Residents & Ratepayers Association – Time of Public Meetings
- 9. b) Priest Park Cabin Right of Way Trail

MOVED by Commissioner Deutscher, **SECONDED** by Commissioner Jorna that the agenda be approved as amended. **CARRIED**

2. Adoption of the Minutes from the Meeting of October 23, 2012

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of October 23, 2012 be adopted as presented. **CARRIED**

3. Chair's Report

4. Director's Report

5. Delegation

6. Staff Reports

a) Staff News

Fishboat Bay Stairs

R. Hamilton confirmed that there is insufficient funding left in the 2012 budget to install the additional railing on the stairs. Work to be scheduled for completion in January.

R. Hamilton presented a design of the information kiosk that will be located at the trail head next spring. Design mock-up to be presented to the Commission for review and comment.

Design costs for constructed toilets were presented:

- Standard Regional Parks design (no-flush, cinder block construction)
= approximately \$22,000 or \$34,000 depending on size, maintenance would be on a contract basis
- BC Parks design (no-flush, wood outhouse)
= \$10,000 - \$15,000 depending on location
- Seasonal outhouse rental
= approximately \$1,000 per season
- Composting toilets, expensive, generally designated for very high use areas

J. Klassen confirmed that, depending on the site, a development permit may be required. Depending on structure size, a building permit may be required. Vancouver Island Health Authority is the contact for sewerage requirements.

Port Renfrew Recreation Centre

R. Hamilton spoke to the site meeting on November 2 with Lee Lively (Vancouver Island Regional Library) and Shane Dunaway (CRD Engineering) to review final plans for renovation work for the library. The CRD will coordinate approval of electrical, heating and structural changes and coordinate tendering for contract work. R. Hamilton advised that he will oversee work done by contractors. VIRL will be responsible for covering all renovation costs. It is anticipated that the new library will be operational in April 2013.

R. Hamilton presented the floor design confirming that part of the kitchen will be enclosed for storage space for the library. The kitchen will remain usable for small events only – anything of a substantive ongoing basis will require commercial kitchen standards and codes are met. It was advised that revenue from 2013 renters will enable the Operating Committee to fund all operating costs in 2013.

J. Klassen reported that a public hearing was held at the Port Renfrew Recreation Centre on Monday, November 26 to receive public input regarding amendment to Bylaw No. 3109 “Comprehensive Development Plan for Port Renfrew”. The purpose of the amendment bylaw is to create a new zone to permit office uses, retail establishment, a thrift shop and laundromat in the centre.

Sooke Saddle Club Volunteer Agreement

R. Hamilton reported that the Sooke Saddle Club has signed a volunteer agreement to maintain the equestrian facilities at William Simmons Memorial Park, which includes the picnic table, hitch rail and manure bin.

General Manager, Parks and Community Services

R. Hamilton reported that he met with the acting General Manager, Larisa Hutcheson, to discuss the JdFEA program and current issues. Filling of the General Manager position will not occur until after the new CRD CAO has been hired.

7. Correspondence

a) Friends of Eaglecrest Park Society – Quarterly Inspection Report

b) Otter Point & Shirley Residents & Ratepayers Association – Time of Public Meetings

The Chair received the correspondence. In response to the submission from OPSRRA, the Chair noted that the change in meeting start time has been discussed in extent on more than one occasion and that the change remains supported by the Commission.

A Commission member questioned the impact of afternoon meetings on attracting community members to volunteer for Commission positions. R. Hamilton confirmed that Commission appointments (3) will be determined in January.

R. Hamilton spoke to meeting attendance figures over the last two years, noting that public attendance has averaged one attendee per meeting. It was noted that the Commission has always adjusted its meeting schedule to accommodate special events or delegates as required. In response to a Commission member, R. Hamilton confirmed that there are overtime costs associated with evening meetings.

8. Unfinished Business

a) Stewardship Agreements (Seagirt Ponds)

b) Admiral John Charles Property

c) Subdivision Referral S-05-12 (Brown's Mountain, Port Renfrew)

At the June 2012 meeting, the Commission resolved to request cash in lieu or parkland and a 2 m wide shoulder on the proposed inside road of the subdivision to access Crown Lands (in lieu of the statutory right of way for trail). J. Klassen advised that the Ministry of Transportation and Infrastructure (MoTI) has issued preliminary layout approval (PLA). The PLA requires written confirmation from the CRD that parkland dedication has been addressed. MoTI has requested a meeting with the applicant and R. Hamilton to discuss a license of occupation for the requested 2 m shoulder.

9. New Business

a) Long Term Trail Priorities

To be discussed January 2013.

b) Priest Cabin Park Right of Way Trail

In response to a report of fallen trees and a signage request, R. Hamilton reported that trail work is identified as a work project for 2013. Signage can be considered at this time. It was advised that any chainsaw work would be done by contract.

10. Public Question Period

11. Motion to Close the Meeting

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Deutscher that the meeting close in accordance with the *Community Charter*, Part 4, Division 3, Section 90 (1): (c) Labour relations or other employee relations and (g) Litigation or potential litigation.

CARRIED

The meeting was closed at 3:55 p.m. and opened at 5:35 p.m.

12. Rise and Report

13. Next Meeting

January 22, 2013

14. Adjournment

The meeting adjourned at 5:37 p.m.

Louise Paterson, Chair

Wendy Miller, Recorder