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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, February 26, 2013, at the Juan de Fuca Electoral Area Office, #2 – 6868  
West Coast Road, Sooke, BC**

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**PRESENT:** L. Paterson (Chair), A. Boquist, V. Braunschweig, L. Deutscher, K. Douch,  
S. Jorna, M. Kimmel, P. Sloan  
**Staff:** R. Hamilton, Parks and Recreation Manager; W. Miller, Recording  
Secretary  
**ABSENT:** W. Vowles (Alternate Director)  
**PUBLIC:** 1

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

**1. Approval of the Agenda**

The following addition was made to the agenda:

6. a) Healthy Bodies Fitness – Small Equipment

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

**2. Adoption of the Minutes from the Meeting of January 22, 2013**

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner Deutscher that the minutes from the meeting of January 22, 2013 be adopted as amended. **CARRIED**

**3. Chair's Report**

**4. Director's Report**

**5. Staff Reports**

**a) Staff News**

Fishboat Bay Information Shelter

R. Hamilton presented a draft design of the map and information to be installed on the information shelter. R Hamilton responded to a question directed through the Chair advising that mapping is approximate. More accurate mapping would require survey work. The Commission supported the draft design.

2013 Recreation Programs

R. Hamilton advised that nine recreation contract submissions (one withdrawn) were received in response to the ad and bulletins placed in January. R. Hamilton and Commissioners Boquist, Braunschweig and Douch reviewed the submissions on February 13. Seven of the eight contractors have agreed to contract terms and conditions. Dialogue continues with the final contractor.

Commission contractor assistance will include:

- 50% participate fee (for Juan de Fuca Electoral Area residents) for one class a week
- \$75.00 monthly instructor flat fee

With the exception of Shirley community hall, no other facility rentals will be supported. It was noted that East Sooke fire hall does not charge for rentals and that the majority of instructors incorporate a rental charge into participant costs. Contract assistance support will be reviewed quarterly.

Submissions were also supported for one-time capital expenditures. Submissions for support for community events can be reviewed throughout the year.

Staff is also working with a contractor to support production of a simple brochure for the Juan de Fuca Community Trails Society to promote the society's monthly recreational hikes.

R. Hamilton further advised he has been in contact with Linda Finch, SEAPARC Program Services Manager, regarding partnership opportunities. As SEAPARC receives funding from the electoral area, there may be opportunity to receive funding support from SEAPARC for community events in the electoral area to provide such activities as face painting and games. There may also be opportunity to receive instructor support for programs offered at Commission facilities such as tennis at Coppermine Park.

R. Hamilton responded to a Commissioner advising that he can follow up with Linda Finch regarding advertising Commission supported events and programs in the SEAPARC brochure.

#### Wieland Trail

In January a 550 meter section of the Wieland Trail (undeveloped Ministry of Transportation and Infrastructure road access) was surveyed by Island Land Surveying Ltd. to confirm the exact location of the trail centreline for future development. The route is generally better than anticipated, avoiding the wettest areas. No further progress has been made regarding the outstanding statutory right of way along the one break in the road access.

R. Hamilton advised that he met with the Regional Parks Manager for Operations on February 13 to discuss opportunities to contract Regional Parks staff to carry out trail construction work for JdFEA Parks and Recreation. There was general support to provide this service. R. Hamilton advised that site visits will be set up in May to get cost estimates (per metre) and potential timelines for proposed trail projects.

Commission comment was forwarded acknowledging that the trail could act as a potential connection to the regional Galloping Goose Trail.

#### Port Renfrew Library

R. Hamilton advised that he met on site on February 1 with CRD engineering staff and Vancouver Island Regional Library staff to detail final renovation work (heating, electrical systems and fire code requirements). Final drawings should be ready by the end of

February to be followed by the contract tendering process. The target date for completion will be for June.

Website Information Update

Commissioners were reminded to send along high quality photos of the various community parks, along with any site information in preparation for the website update.

New General Manager – Parks and Environmental Services

It was advised that the Parks and Community Services department and the Environmental Sustainability department have been combined. Larisa Hutcheson has been appointed as the General Manager for the newly aligned Parks and Environmental Services department. The new General Manager announced that a Senior Manager for Parks will be hired. Community parks and recreation managers and Regional Parks managers will report to this position.

April 2013 Meeting Date

Meeting to be held Tuesday, April 30 at 3:00 p.m.

**6. Correspondence**

**a) Healthy Bodies Fitness – Small Equipment**

The Chair received the submission thanking the Commission for its contribution (\$500) to support purchase of fitness equipment for programs in East Sooke.

**7. Unfinished Business**

**a) Stewardship Agreements (Seagirt Ponds)**

**b) Admiral John Charles Property**

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

R. Hamilton advised that he and June Klassen, Local Area Planning Manager, met with the development's representative on February 15 to outline park dedication (statutory right of way for trail and cash in lieu of park land dedication) and community amenities.

**d) Update on the Shore – CRD Lot 3569**

Struck from the agenda.

**8. New Business**

At this time, a Commissioner reported that the Friends of Coppermine Park Society met with R. Hamilton to discuss the possibility of incorporating natural play elements into the park. Staff is seeking comment from CRD Risk Management. The society is exploring community funding and resource support. Play equipment would need to be installed by a certified playground equipment installer.

**9. Public Question Period**

**10. Motion to Close the Meeting**

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner Douch that the meeting close in accordance with the *Community Charter*, Part 4, Division 3, Section 90 (1) (e) acquisition, disposition or expropriation of land or improvements **CARRIED**

The meeting was closed at 3:45 p.m. and opened at 4:20 p.m.

**11. Rise and Report**

**12. Next Meeting**

March 26, 2013

**13. Adjournment**

The meeting adjourned at 4:22 p.m.

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Louise Paterson, Chair

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Wendy Miller, Recorder