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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, March 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, K. Douch, S. Jorna,  
M. Kimmel,  
**Staff:** R. Hamilton, Parks and Recreation Manager; J. Klassen, Local Area  
Planning Manager, W. Miller, Recording Secretary  
**ABSENT:** P. Sloan, W. Vowles (Alternate Director)  
**PUBLIC:** 1

The meeting was called to order at 3:05 p.m.

**1. Approval of the Agenda**

The following addition was made to the agenda:

- 5. a) Temporary Use Permit – Port Renfrew (Three Point Properties)
- 8. a) Broom Hill Crown Land Transfer to T'Sou-ke First Nation

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

**2. Adoption of the Minutes from the Meeting of February 26, 2013**

**MOVED** by Commissioner Douch, **SECONDED** by Commissioner Boquist that the minutes from the meeting of February 26, 2013 be adopted. **CARRIED**

**3. Chair's Report**

**4. Director's Report**

**5. Staff Reports**

**a) Temporary Use Permit – Port Renfrew (Three Point Properties)**

J. Klassen spoke to Three Point Properties' request for a temporary use permit to allow the operation of a commercial marina while rezoning is pursued. Pacific Gateway Marina is contracted to act as marina operator and is the pending owner of the facility.

The temporary use permit application includes moorage for private fishing and pleasure craft as well as ancillary uses including fuel sales, sport-caught fish processing using salt water, two recreation vehicles units and a small retail food and beverage service.

The CRD has received a referral from the Province. Comment is being sought from Planning, Building and the Port Renfrew Fire Department. The Department of Fisheries and Oceans, the Ministry of Environment, the Ministry of Forests, Lands and Natural Resource Operations and the Pacheedaht First Nation have been consulted. A public

information meeting is scheduled on April 4 in Port Renfrew to receive feedback from the community.

J. Klassen advised that amenity provision including trail opportunities can be considered at rezoning.

Commission comment was forwarded noting that marinas regularly use chain link fencing. Public access along Baird Road and to the foreshore should not be restricted by chain link.

**b) Staff News**

2013 Recreation Programs

R. Hamilton reported that all contracts are now in the final approval process, coming into effect April 1. There were also four applications for support for recreational equipment that were approved and applicants have proceeded with acquisitions and submission of invoices.

Support has been provided to the Friends of Coppermine Park, in concert with the East Sooke Fire Department, for a planned community Easter Egg Hunt event at the park on Saturday, March 30. Commission comment was forwarded advising that this event will provide an opportunity to seek society memberships and communicate potential play equipment options.

Port Renfrew Recreation Hall – Library Contract

Further to the tender call issued March 14 and a pre-tender site meeting on March 22, R. Hamilton advised that the tender closes at 11:30 a.m. on Thursday, March 28. It is anticipated that the work will be completed by June and that rental incomes for the centre will offset the annual operating costs of the building, with no tax increase to the community.

The Regional Director sent a letter to residents explaining the library move and the benefit of relocating the library to the centre. The letter invited residents to a meeting on Thursday, March 21. Two residents attended.

New Hiking Program Brochure – Juan de Fuca Community Trails Society

Support has been provided to the Juan de Fuca Community Trails Society to assist purchase of moveable equipment for the guided hike program. Support was also provided to assist developing a guided tour brochure. Commission comment was forwarded supporting the brochure being available to the Sooke Region Museum, local accommodations, SEAPARC, Shirley Farmers Market and the Welcome Wagon as well as on the CRD website.

Staffing Summer Positions

R. Hamilton provided an update on the Park Maintenance Worker 5 and the Park Maintenance Worker 1 position. Both positions will be staffed from May 6 to September 6.

Memorial Bench – Otter Point Park

Donation of a memorial bench for placement at Otter Point Park is in process.

Long Term Trail Program – Meeting

R. Hamilton outlined discussion points for the informal working group meeting tentatively scheduled for April 18 at 7:00 p.m. Staff will confirm the meeting date.

Commission comment was forwarded advising that the update to the Otter Point Official Community Plan proposes changes to Land Use Designations that may provide potential for greater park dedication options.

It was advised that an invite will be sent to the T'Sou-ke First Nation. R. Hamilton will follow up with the District of Sooke and Regional Plans after the trail meeting.

Volunteer Program – Reporting Volunteer Hours – CRD Insurer

R. Hamilton reported that CRD Risk Management has been advised that there are currently 37 registered and active volunteers assisting JdFEA Parks and Recreation. It was confirmed that new volunteer forms are required for new/additional volunteer tasks.

**6. Correspondence**

**a) Sheringham Point Lighthouse Preservation Society – View Trail Quarterly Report**

The Chair received the correspondence.

**7. Unfinished Business**

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

It was reported that the Friends of Seagirt Ponds Society is in good standing and that an open house has been arranged for April 13 to provide information on the park, followed by a society meeting on April 22. It has been asked that the requirement for a Stewardship Agreement with the CRD be included on the April 22 meeting agenda.

R. Hamilton advised that he is looking forward to working with the society and formalizing a Stewardship Agreement for approval by the CRD. Follow up with the society is anticipated after April 22. It is understood that another group may be interested in pursuing an agreement if an agreement cannot be formalized with this society.

**b) Admiral John Charles Property**

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

**8. New Business**

**a) Broom Hill Crown Land Transfer to T'Sou-ke First Nation**

With the recent announcement that Crown land will be transferred to the T'Sou-ke First Nation, comment was forwarded questioning opportunity to pursue trail access to Broom Hill.

R. Hamilton stated that two parcels will be transferred to the T'Sou-ke First Nation as part of an Incremental Treaty Agreement. It is understood that the lands will be transferred in fee simple and will be subject to local government zoning and taxation.

Commission comment was forwarded stating the transfer of Crown land may impact potential for larger parks, particularly in the community of Otter Point. Further comment was forwarded suggesting that such concerns be forwarded to CRD Regional Parks and local MLA and MP. It was suggested that dialogue with Regional Parks is timely as the Otter Point Official is under review.

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner Braunschweig that, in response to the recent transfer of Crown land to the T'Sou-ke First Nation, the Commission send a letter to Regional Parks questioning support for acquisition of viable community parks in the Otter Point community. **CARRIED**

**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 4:35 p.m. and opened at 5:10 p.m.

**11. Rise and Report**

**12. Next Meeting**

April 30, 2013

**13. Adjournment**

The meeting adjourned at 5:12 p.m.

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Louise Paterson, Chair

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Wendy Miller, Recorder