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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Monday, May 27, 2013, at the Juan de Fuca Electoral Area Office, #2 – 6868
West Coast Road, Sooke, BC**

PRESENT: L. Paterson (Chair), A. Boquist, V. Braunschweig, K. Douch, M. Kimmel,
P. Sloan, W. Vowles (Alternate Director)
Staff: R. Hamilton, Parks & Recreation Manager; W. Miller, Recorder

ABSENT: S. Jorna

PUBLIC: 1

The meeting was called to order at 3:00 p.m.

1. Approval of the Agenda

MOVED by Commissioner Douch, **SECONDED** by Commissioner Boquist that the agenda be approved. **CARRIED**

2. Adoption of the Minutes from the Meeting of April 30, 2013

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Boquist that the minutes from the meeting of April 30, 2013 be adopted. **CARRIED**

3. Chair's Report

No report.

4. Director's Report

No report.

5. Presentations/Delegations

No presentations/delegations.

6. Staff Reports

a) Staff News

Mount Matheson Statutory Right of Way

R. Hamilton spoke to mapping outlining the statutory-right-of-way (SRW) registered on May 17. The SRW will run from the cul-de-sac at the top of Matheson Lake Road to the boundary of Matheson Lake Regional Park. By previous agreement, JdFEA Community Parks will be responsible (with funding organized through the Mount Matheson Conservation Society) for building a trail within the SRW and Regional Parks will be responsible for building the trail from the park boundary to connect to existing trails.

Due to steep terrain, the trail standard will be primitive. Commission comment was forwarded suggesting that the Mount Matheson Conservation Society may be interested in a stewardship agreement.

Port Renfrew Recreation Centre – Library Contract

R. Hamilton presented pictures showing the interior components of the work started on May 17. Renovation work will be completed by June. A five year lease agreement with the Vancouver Island Regional Library (VIRL) will commence July 1.

R. Hamilton responded to Commission comment advising that he will ask VIRL if they need book donations for this location.

Seagirt Ponds Preservation Society Stewardship Agreement

R. Hamilton advised that the Stewardship Agreement with the Seagirt Ponds Preservation Society has been signed by all parties. The Society held its first membership meeting on Monday, May 13, which Commission Chair Louise Paterson attended. The Society does not plan to do any work on the park until this fall, and will focus on removal of invasive species. To date, no CRD volunteer application forms have been submitted.

Fishboat Bay Information Kiosk

R. Hamilton presented pictures of the new kiosk installed at the trail head of the park. Additional no camping and no fire signs will be posted in the beach area.

Carpenter Road Park Stairs and Bench

Pictures were presented of the stairs and bench pad locations. Installation of the stairs and viewpoint bench to be completed within the next two weeks.

Otter Point Park Memorial Bench

The plaque with wording was presented. It was advised that the work crew will arrange a site visit with the donor once installation is complete.

Wrigglesworth Caretaker

The caretaking services at Wrigglesworth Park Reserve have commenced and will continue through to mid-October. The caretaker has already curtailed attempts to take down signs and get through the park gate. As the caretaker is receiving a benefit (camping without paying a fee), the caretaker has agreed to pay \$100 per month in order to qualify for a volunteer agreement and CRD insurance coverage.

September 2013 Meeting Date

Next meeting of the Commission will be September 24.

7. Correspondence

a) Friends of Eaglecrest Park Society – Quarterly Inspection Report

The Chair received the correspondence. R. Hamilton confirmed that there has been some windfall at the park and that the work crew will follow up with an inspection.

8. Unfinished Business

a) Stewardship Agreements

R. Hamilton advised that a site visit with the Commission and the Friends of Eaglecrest will be arranged in July to consider extending the stewardship agreement to include Amanda Place Park.

b) **Admiral John Charles Property**

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

d) **Long Term Trail Program**

R. Hamilton advised that the information forwarded at the meeting held April 25 will be consolidated and added to mapping for potential consideration should any development proposals be received.

e) **Summer Commission Picnic – July 19**

Picnic to be held July 19.

9. **New Business**

R. Hamilton advised that a permit has been issued for a wedding in June at William Simmons Memorial Park. The work crew will arrange opening and closing of the access gate.

10. **Public Question Period**

11. **Motion to Close the Meeting**

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Braunschweig 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 3:40 p.m. and opened at 4:55 p.m.

12. **Rise and Report**

13. **Next Meeting**

September 24, 2013

14. **Adjournment**

The meeting adjourned at 4:57 p.m.

Louise Paterson, Chair

Wendy Miller, Recorder