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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, August 13, 2013, at the Juan de Fuca Electoral Area Office, #2 – 6868
West Coast Road, Sooke, BC**

PRESENT: L. Paterson (Chair), C. Bennett, V. Braunschweig, K. Douch, S. Jorna,
M. Kimmel, W. Vowles (Alternate Director)
Staff: R. Hamilton, Parks & Recreation Manager; V. Leigh-Dorin, Senior Finance
Officer; W. Miller, Recorder
ABSENT: A. Boquist, P. Sloan
PUBLIC: 2

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

R. Hamilton introduced Charmian Bennett, Port Renfrew representative.

1. Approval of the Agenda

The following addition was made to the agenda:

7. b) Loretta Rose Deutscher – Request for Bear Proof Garbage Container at The Park,
Port Renfrew

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Douch that the
agenda be approved as amended. **CARRIED**

2. Adoption of the Minutes from the Meeting of May 27, 2013

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Braunschweig that the
minutes from the meeting of May 27, 2013 be adopted. **CARRIED**

3. Chair's Report

No report.

4. Director's Report

The Alternate Director reported on the status of the new Juan de Fuca Public Service
Building in Otter Point, noting that construction is on schedule.

5. Presentations/Delegations

No presentations/delegations.

6. Staff Reports

a) Staff News

New Service Bylaw No. 3767

R. Hamilton introduced Val Leigh-Dorin, Senior Finance Officer.

R. Hamilton provided background information on the Commission's interest to establish a new service bylaw for the parks and recreation programs to address the fact that the current parks program service bylaw no longer meets the long term funding requirements set out in the Community Parks Strategic Management Plan (2010). It was noted the parks and recreation programs have been funded under two separate Supplementary Letters Patent (SLP). The parks program SLP has been in place for approximately twenty-six years and has been consuming its maximum levy since 2008; the recreation program SLP has been in place for approximately thirty-eight years.

R. Hamilton advised that he meet with the Regional Director, the General Manager and the Finance Officer on May 22 to review the proposed new service bylaw. At this time, it was agreed that that the proposed bylaw should proceed through the public approval process.

The proposed bylaw, Bylaw No. 3767, "A Bylaw to Establish a Service For Providing Community Parks, Recreational and Community Programming, Facilities and Acquisition of Real Property in the Juan de Fuca Electoral Area", was considered by the Electoral Area Services Committee on July 17. The CRD Board will consider the recommendation that Bylaw No. 3767 be introduced and read a first time, read a second time, and read a third time on August 14 . If approved, the proposed bylaw will then go to the public for approval in November, utilizing the Alternative Approval Process. The process and related advertising is anticipated to cost \$16,000.

R. Hamilton reviewed the key aspects of the proposed bylaw. It was advised that the bylaw will enable all program funding to fall under one budget, allowing for more flexibility and efficiency in managing the long term operations and programs for both parks and recreation, further allowing for a maximum requisition levy that will serve future program needs. It was reported that there will be no tax increases needed under the new bylaw, other than to keep pace with annual cost of livings needs, as approved each year by the Regional Director and CRD Board.

R. Hamilton and V. Leigh-Dorin responded to Commission comment advising that:

- the parks and recreation programs will continue to be levied under the SLPs until such time that the proposed bylaw is approved
- change to the SLPs would have involved the other Electoral Area parks and recreation programs (Salt Spring Island/Gulf Islands)
- the new bylaw provides a broader scope than the SLPs
- the new bylaw does not broaden the use of the land reserve fund
- the new bylaw will make change to the mil rate easier, subject to Regional Director support

At this time, a Commissioner noted that the Business Case (p. 7) incorrectly cites the provision for park land as set out in Section 941 of the *Local Government Act*.

Port Renfrew Recreation Centre – Library Contract

R. Hamilton presented pictures showing the completed library space. It is anticipated that official opening of the library will be held in September. It was advised that the Vancouver Island Regional Library (VIRL) will be paying \$800.00 a

month for rent. Rent from the VIRL, the Post Office and the Chamber, along with special event permits, will cover the centre's annual utility costs and provide for limited capital reserve funds.

Copper Mine Park Improvements

R. Hamilton presented pictures showing work completed with the assistance from the Friends of Copper Mine Park. It was advised that a set of stairs from the hill to the playground are still to be installed and that the Friends of Copper Mine continue to seek donations for playground equipment, and logs to construct natural playground attractions.

Amanda Place Park Site Visit

Although there are challenges to acquire trail routes through adjoining properties and development of this park is a longer term priority, the Friends of Eaglecrest, following a site visit on July 22, have requested that Amanda Place Park be included under their current stewardship agreement.

Seagirt Ponds Preservation Society Stewardship Agreement

Current membership is approximately 20 with 10 volunteer application forms received and approved to date. The Society held its first pull of invasive species on Saturday, July 27. It was advised that removal focused primarily on broom and that volunteers received safety training prior to the event.

Carpenter Road Park Stairs and Bench

A site visit was performed on July 22. Completed works include a gravel path to the stairs, stairs to the pond viewpoint and a concrete pad and bench.

New Signs – Lot 177 (Priest Cabin) SRW

Four new signs installed. Two signs are located at the north end of the SRW (indicating Priest Cabin 1 km to the South and Matterhorn Promontory 3.5 km to the north), one sign is located at the south end of the SRW (indicating a public trail for 1 km), and a directional sign to Priest Cabin Park located at the junction of the main access road, and trail to the park.

Wieland Trail

With the assistance of volunteers from the Juan de Fuca Community Trails Society, work continued on July 13 to clear a path through the windfall area west of the Sooke Business Park. The work crew has cut a path through the windfalls, opening up the trail centre-line for rough trail work.

Wigglesworth Caretaker

Further to the report made in May, it was advised that the new volunteer agreement for the caretaker has been finalized.

William Simmons Residential Tenancy Agreement

The tenancy agreement at William Simmons Park was ended, by mutual agreement, on May 31. The property has since been secured and a gate placed on the access road.

2014-18 Financial Plan

R. Hamilton circulated initiatives proposed for community parks and recreation for the 2014-18 Five Year Financial Plan. It was advised that the initiatives reflect current program budgets. It was reported that the full divisional plan will be presented in the fall for Commission review and recommendation.

Discussion ensued regarding:

- removal of invasive species at Wieland Trail to support development to Type 2 standards
- development of an access trail and bridge at Becher Bay Park
- Phase III development at William Simmons Memorial Park
- advertising and promotion, utilization of social media

R. Hamilton responded to Commission comments advising that:

- photo work for the website continues
- no further development of raw land is planned with the exception of anticipated work on Wieland Trail
- increased collaboration with Regional Parks has resulted in greater support for Community Parks, lessening the need for contract work
- at present, the only mowing done by contract is at Coppermine Park

7. Correspondence

a) Sheringham Point Lighthouse Preservation Society – Sheringham Point Lighthouse View Trail: 2nd Quarter Report

It is understood that letters continue to be received, supporting the Society and preservation of the lighthouse. R. Hamilton advised that the CRD CAO has approved a form response from the Commission Chair. It was asked that all letters received by Commissioners be forwarded to staff so staff can track and retain.

R. Hamilton reported that a site visit with the work crew will be performed this week. It was advised that there continues to be issues with sign removal and adjacent property trespass.

The Chair received the correspondence advising that she will follow up with Michael Galizio to thank the Sheringham Point Lighthouse Preservation Society for continued management and stewardship of Sheringham Point Park.

b) Loretta Rose Deutscher – Request for Bear Proof Garbage Container at The Park, Port Renfrew

Loretta Rose Deutscher spoke to her written submission advising that there is currently one garbage container at The Park and one at the tennis courts and that a bear proof garbage can was installed at the school.

Discussion ensued regarding maintenance options, vandalism, and residential use of public garbage facilities.

The Chair received the correspondence. Staff to respond to the letter.

8. Unfinished Business

a) Stewardship Agreements

Item struck from the agenda.

b) Admiral John Charles Property

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

d) Long Term Trail Program

Commission comment was forwarded supporting development of a plan. Item to be reviewed this fall.

9. New Business

a) New Service Bylaw Initiative

Discussed under Staff News.

10. Public Question Period

Loretta Rose Deutscher thanked the Commission for extending an invite to the Commission appreciation picnic.

11. Motion to Close the Meeting

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Jorna 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 4:30 p.m. and opened at 5:28 p.m.

12. Rise and Report

13. Next Meeting

September 24, 2013

At this time, Commissioner Jorna advised that he will be unable to attend the September meeting.

14. Adjournment

The meeting adjourned at 5:30 p.m.

Louise Paterson, Chair

Wendy Miller, Recorder