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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, September 24, 2013, at the Juan de Fuca Electoral Area Office, #2 – 6868
West Coast Road, Sooke, BC**

PRESENT: L. Paterson (Chair), C. Bennett, A. Boquist, V. Braunschweig, K. Douch,
M. Kimmel,
Staff: R. Hamilton, Parks & Recreation Manager; S. Joslin, Realty Services;
W. Miller, Recorder
ABSENT: S. Jorna, P. Sloan, W. Vowles (Alternate Director)
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 August 13, 2013

MOVED by Commissioner Boquist, **SECONDED** by Commissioner Bennett that the minutes from the meeting of August 13, 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

New Service Bylaw No. 3767

Further to the report made in September, R. Hamilton advised that the CRD gave 1st, 2nd and 3rd reading to the proposed new funding bylaw on August 21. R. Hamilton to meet with the CRD Senior Finance Officer in early October to review advertising requirements and timing of the Alternative Approval Process. Advertisements to be placed the newspaper and circulated via a mail drop. Commissioners will be provided information throughout the approval process.

Commissioner Braunschweig entered the meeting at 3:07 p.m.

Seagirt Ponds Preservation Society

R. Hamilton spoke to the Society's interest in removing Yellow flag iris from one of the park's ponds. The iris is considered invasive and toxic to handle.

A Commissioner stated that newts and frogs overwinter in the pond.

R. Hamilton advised that staff is seeking comment from the biologist at Regional Parks regarding removal timing and methods (excavation and by hand).

Staff Maintenance Program – End of Season

R. Hamilton reported that the work crew completed its term on Friday, September 6 and outlined tasks completed this season.

Port Renfrew Library Opening

The Vancouver Island Regional Library had a "soft" opening of the Port Renfrew Library on September 10. An official opening is scheduled on Saturday, October 5 at 1:00 p.m.

New Roadside Sign – Port Renfrew Community Centre

Based on requests from the Port Renfrew Hall Operating Committee, the name of the hall will officially change from the Port Renfrew Recreation Hall to the Port Renfrew Community Centre, better reflecting the building's uses. A new roadside sign will be installed at the entrance by October 4, informing residents and visitors of the tenants of the building.

Butler Trail Washout

Following significant erosion of a section of the Butler Trail last winter, new ditches and culverts have been installed, and the trail surface has been re-surfaced and packed. Pictures provided.

Oroboros Subdivision – Gillespie Road (S-07-11)

Further to the recommendation made October 13, 2011, Juan de Fuca Planning provided sign-off to the Ministry of Transportation and Infrastructure on August 20, 2013 indicating that requirements of all relevant bylaws have been addressed. The plan of subdivision that will be submitted by the applicant for registration includes a 20 m wide right-of-way from East Sooke Road down water. Staff advised that the access will be added to Official Community Plan mapping.

2013-2015 Divisional Plan

R. Hamilton reported on the three year divisional plan provided last year. It was advised that one update is required for 2014 to reflect that the rental revenue from the Port Renfrew Community Centre is anticipated cover the centre's operating costs. A further update will be required should Bylaw No. 3767 be approved.

Christmas Appreciation Dinner

Staff to arrange an appreciation dinner on Friday, December 13.

7. Correspondence

No correspondence.

8. Unfinished Business

a) Admiral John Charles Property

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

c) Long Term Trail Program

9. New Business

R. Hamilton responded to a question directed through the Chair advising that move to the new building is scheduled for early December.

10. Public Question Period

R. Hamilton responded to Wayne Aulenback confirming that the Life Lease Tenant at William Simmons Memorial Park, Bren Keetch, has passed away.

11. Motion to Close the Meeting

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Boquist 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 3:35 p.m. and opened at 4:50 p.m.

12. Rise and Report

The Commission reported the following:

That the Life Lease Tenancy at William Simmons Memorial Park concluded July 31, 2013 and that clean up and restoration to the satisfaction of the CRD by the executor is proceeding.

13. Next Meeting

October 22, 2013.

14. Adjournment

The meeting adjourned at 4:52 p.m.

Louise Paterson, Chair

Wendy Miller, Recorder