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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, March 25, 2014, at the Juan de Fuca Local Area Services Building,  
3 – 7450 Butler Road, Otter Point, BC**

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**PRESENT:** L. Paterson (Chair), C. Bennett, V. Braunschweig, K. Douch, S. Jorna,  
W. Vowles (Alternate Director)  
**Staff:** R. Hamilton, Parks & Recreation Manager; W. Miller, Recorder  
**ABSENT:** A. Boquist, M. Kimmel, P. Sloan  
**PUBLIC:** 0

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

**1. Approval of the Agenda**

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner Braunschweig that the agenda be approved. **CARRIED**

**2. Adoption of the Minutes from the Meeting of February 25, 2014**

**MOVED** by Commissioner Douch, **SECONDED** by Commissioner Bennett that the minutes from the meeting of February 25, 2014 be adopted. **CARRIED**

**3. Chair's Report**

No report.

**4. Director's Report**

**5. Staff Reports**

**a) Staff News**

Sheringham Lighthouse

Further to the motion passed at the February 25 meeting, R. Hamilton advised that there has been no response from the Sheringham Point Lighthouse Preservation Society to the Commission's letter. Regardless of the CRD being able to confirm a 60 year management agreement term, it is understood that the Society is pursuing acquisition of all the lighthouse property through the *Heritage Lighthouse Protection Act* designation. Subsequently, the CRD has confirmed that it will no longer pursue its long held position to create a Community Park in association with the Society. The CRD will be proceeding with removing liability on Sheringham Point Road and parking lot Statutory Rights of Way it holds, while ensuring continued public access and use of the Sheringham Point Lighthouse View Trail.

R. Hamilton further advised that:

- to date no federal lands have been transferred
- the federal government is responsible for advising of any transfers
- an application has been submitted to the Ministry of Transportation and Infrastructure (MOTI) to create a parking lot at the end of the public road
- a meeting with MOTI is scheduled on April 2 to review Statutory Rights of Way

- the Society will need to negotiate public access to the lighthouse with the adjacent strata property
- a new trail head entrance to the Sheringham Point Lighthouse View Trail will need to be made from the new parking lot should MOTI approve the parking lot application
- distance from the new parking lot to the new trail head is short

#### New Service Bylaw No. 3767

R. Hamilton advised that he met with Larisa Hutcheson, General Manager, Parks and Environmental Services and Mike Walton, Senior Manager, Regional Parks on March 18 to discuss the new funding bylaw.

R. Hamilton further advised that:

- the CRD has authority under two Supplementary Letters Patent (SLPs) to levy funds for community parks and recreation programs
- the Province has not been quick to approve the proposed combined service bylaw as the SLPs apply to other Electoral Areas
- the CRD is currently considering increasing the levy on the existing SLPs
- increase to the levy on the existing SLPs would not need to proceed through an alternative approval process
- it is anticipated that the levy increase will be approved by the CRD Board at its May 14 meeting
- the CRD will continue to look at a process to amalgamate funding for the parks and recreation programs
- there may be more support in future to amalgamate funding as Salt Spring and the Southern Gulf Island electoral areas are also experiencing funding restraints

#### Mount Matheson Community Trail

R. Hamilton reported that he met with Lynn Wilson, Regional Parks Planner, Jim Bell, Regional Parks West Operations Supervisor, Sarah Forbes Regional Parks GIS Technologist, and Mark LeBlanc, Mount Matheson Conservation Society on March 4 to flag the route for the community trail. A second site visit is scheduled to review slope.

It was further reported that three local companies have been invited to respond to a Request For Proposal. It is anticipated that work will begin either this spring or fall. Gas Tax funds received in support of this project must be spent this calendar year.

#### William Simmons Site Management Plan Update

R. Hamilton advised that a site meeting was held with Danica Rice on March 5 to review the proposed work for Phase 3 of the Site Management Plan (parking and access to Poirier Lake). R. Hamilton reported that the plan will be updated to reflect objectives and improvements completed to date and outline development proposals for Phase 3.

R. Hamilton further reported that:

- dialogue continues with MOTI regarding access to the Phase 3 site
- dialogue continues with the Ministry of Environment (MOE) regarding support to fund a dock and an access point for shoreline fishing
- a lake sample taken by MOE has determined that cutthroat are present and that the lake would be suitable for stocking
- no works can be scheduled this budget year
- the 2014 budget can only support update of the Site Management Plan

Port Renfrew Community Centre Operating Committee

R. Hamilton advised that he attended the March 24 AGM. Prior to the AGM, a notice was posted advising of the five Committee terms concluding this April. Director Hicks will announce the successful candidates.

Recreation Program Contracts

R. Hamilton reported that:

- five of the six recreation program contracts for 2014 have been renewed and signed
- one is awaiting signature and confirmation of insurance
- contracts reflect that recreation programs will no longer provide a cost rebate for the higher rate drop-in fees charged by the contractors
- this change was implemented to keep costs down while encouraging residents to enroll in longer programs with reduced costs
- 2015 Recreation Program contracts be reviewed this fall

A Commissioner requested that program contract information be presented for review (attendance numbers, program frequency and costs). Another Commissioner reported that there may be a new contract instructor in East Sooke.

Park Maintenance Worker Staffing

R. Hamilton reported that there will be an all new maintenance crew this summer with no continuity of staff from previous seasons. Interviews for the Park Maintenance Worker 1 position will be held on March 31. Interviews for the Park Maintenance Work 5 supervisor position will be set once external applications have been screened.

It was advised that auxiliary crew positions for Community Parks and Regional Parks for 2015 will be jointly posted. The staffing complement for 2015 will need to be reviewed prior to posting should there be no change to the budget.

**6. Correspondence**

**7. Unfinished Business**

**a) Disposition of Sheringham Lighthouse Lands**

Item struck from the agenda.

**b) Admiral John Charles Property**

Commissioner Jorna provided an update on the Juan de Fuca Community Land Trust Society's efforts to support purchase of the Admiral's Forest and the Society's progress to receive charitable status. It was advised that the Society is in regular dialogue with the Trustees and that the property has not been put on the market. It was reported that an event, A Forest for All Seasons, is scheduled for Sunday, March 30 to raise money for and awareness of the Society's goal.

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

**d) Long Term Trail Program**

Commission comment was forwarded noting that

- dialogue with Regional Parks and Local Area Planning is needed to document trail connectivity opportunities
- as the communities develop, opportunities for connectivity will diminish

- the CRD's proposed Galloping Goose extension needs to be re-examined with consideration given to a route from Kapoor Park/Leech River through to Diversion Reservoir to Loss Creek
- A working session with Regional Parks was suggested

R. Hamilton advised that he will follow up with Regional Parks to express interest in a working session. R. Hamilton noted that the Sooke Official Community Plan supports connectivity to the Galloping Goose and that the CRD is investigating if Land Reserve funds can be used to purchase Statutory Rights of Way.

**8. Public Question Period**

**9. Next Meeting**

April 22, 2014

**10. Adjournment**

The meeting adjourned at 4:40 p.m.

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Louise Paterson, Chair

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Wendy Miller, Recorder