



Making a difference...together

**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, January 26, 2016 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, A. Boquist, V. Braunschweig, K. Douch,  
S. Jorna, M. Kimmel, P. Sloan  
**Staff:** R. Hamilton, Parks & Recreation Manager; E. Taylor, Local Area  
Planning; W. Miller, Recorder  
**ABSENT:** W. Vowles (Alternate Director)  
**PUBLIC:** 0

The meeting was called to order at 3:15 p.m.

**1. Elections**

The Manager called for nominations for the position of Chair of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for 2016 and Commissioner Paterson's name was put forward. The Manager called two times for further nominations and, as there was none, Commissioner Paterson was declared Chair.

The Manager called for nominations for the position of Vice Chair of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for 2016 and Commissioner Jorna's name was put forward. The Manager called two times for further nominations and, as there was none, Commissioner Jorna was declared Vice Chair.

**2. Approval of the Agenda**

The following addition was made to the agenda:

9. New Business  
a) Regional Parks – Sheringham Point Statutory Rights of Way

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

**3. Adoption of the Minutes of December 15, 2015**

**MOVED** by Commissioner Douch, **SECONDED** by Commissioner Kimmel that the minutes from the meeting of December 15, 2015 be adopted. **CARRIED**

**4. Chair's Report**

No report.

**5. Director's Report**

No report.

**6. Delegations**

**a) E. Taylor, Local Area Planning – Application Update**

E. Taylor provided an update for subdivision referrals S-03-14 and S-05-12 and the lapsed Memorandum of Understanding in Port Renfrew.

S-03-14 (6649 Godman Road)

- subdivision proposal is for six lots accessed off Godman Road
- at its meeting of September 23, 2014 the Commission resolved to recommend cash-in-lieu of parkland
- the Ministry of Transportation and Infrastructure has not approved preliminary layout due to issues related to septic and water servicing
- subdivision application is still current
- Commission's recommendation still valid

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

- property was rezoned to Comprehensive Development 2 (CD-2) in 2010 (Z-03-08 – Bylaw No. 3684)
- a condition of the rezoning was registration of an agreement on title which outlines the amenities to be provided as part of the subdivision process
- park related amenities include cash-in-lieu of parkland, a 6 m wide trail through the property and a 5 stall parking area near the road providing access to lands beyond to the north
- initial subdivision proposal was for 65 lots, mixed residential/commercial
- the current proposed subdivision may not comply with the previous plan and, if there are significant changes, the property may need to be rezoned
- in 2012 the Commission was asked to make recommendation regarding the location and design of a proposed statutory right of way (SRW) for a trail and parking
- at its June 26, 2012 meeting the Commission recommended that, in lieu of the SRW for trail, the applicant construct a 2 m wide shoulder to Ministry of Transportation and Infrastructure specifications on the inside of the proposed road from Pacific Marine Road to the five stall parking lot on proposed Lot 1 to access Crown lands
- the Ministry of Transportation and Infrastructure provided preliminary layout approval on May 6, 2015
- subdivision application is still current
- Commission's recommendation is still valid

Memorandum of Understanding - Port Renfrew

- as part of a major comprehensive development proposal in Port Renfrew, a Memorandum of Understanding (MOU) between the CRD and the development company was registered on properties identified for development
- the MOU included provision of a park plan
- the MOU has now lapsed and has been discharged from titles

Although a major comprehensive development is not anticipated to move forward by the current land owner(s), E. Taylor advised that the Commission can draw upon the areas previously identified in Port Refrew, policies outlined in the Official Community Plan, and the strategic park plan policies for any future parkland dedication opportunities.

**7. Staff Reports**

**a) Staff News**

Budget Increase – Parks Program

The Manager advised that confirmation has been received that the Parks program maximum requisition level will be increased by 25%. The increase will enable the budget to keep pace with cost of living increases and support an increase to the park crew term and provide additional support for contract work. A combined service bylaw

for the Park program and the Recreation program cannot be considered until the Province addresses how such a bylaw may influence similar situations in the Province.

Bylaw Amendment – Land Account Funding & Closed Meetings JdF Commission

The motion from the December Commission meeting supporting the current Land Acquisition Bylaw being amended was forwarded internally. Due to staff changes, this amendment bylaw and the amendment bylaw for the Juan de Fuca Parks and Recreation Advisory Commission to permit closed meetings will be submitted by the Manager.

Sheringham Point Lighthouse Preservation Society Operating Agreement

A site meeting at the Sheringham Point Road upper parking area was held on January 13 with the Provincial Approving Officer, Mr. Bill Turner (Sheringham Point Lighthouse Preservation Society) and Alternate Director Vowles. The purpose of the meeting was to determine an appropriate road improvement standard, and design options, using the BC MoT Supplement to TAC Geometric Design Guide for subdivision road standards. As traffic volume is anticipated to be low, consideration is being given to pull outs as the current road does not support passing.

The operating agreement will outline that review will be required if there is an increase in traffic volume. The operating agreement will also address signs and sign locations. It was confirmed that operating agreement will not extend to Sheringham Point Community Park Trail. The draft operating agreement, currently undergoing review internally and by the Ministry of Transportation and Infrastructure, will be presented to the Commission.

Sign Plan – Sheringham Point Community Park

Kiosk design options were presented.

Commission comments included support for:

- the existing kiosk design
- kiosk/signage consistency between parks
- placing a park boundary marker at the south western boundary of the trail
- not placing a boundary marker at the south western strata entrance to the trail

The Manager advised that any signage at the end of Seaside Drive falls under the Ministry of Transportation and Infrastructure. It was advised that staff will confirm the boundary of the road right of way at the end of Seaside Drive and whether the Park SRW connects to the cul-de-sac.

New Recreation Program – Shirley/Jordan River

Mr. Armin Sielopp, Goju Ryu Karate, will be the contractor providing training at the Shirley Community Hall commencing in February.

Commission comment was forwarded stating that more notices should be posted in the community to advertise this Commission sponsored opportunity.

Westcoast Flyfisher Association (Sooke)

A Park Use Permit for William Simmons Park has been issued to the Westcoast Flyfisher Association for a flyfishing program for 20 students (grades 7 & 8) from Journey Middle School on Thursday, April 21, 2016.

Copper Mine Park – Damage to Tennis Court

The section of the tennis court wood backstop that blew down following a wind storm has been repaired by Regional Parks.

Renewal of Stewardship Agreements

In response to new review and approval procedures for agreements and licences of occupation, Stewardship Agreements for Friends of Coppermine Park, Juan de Fuca Community Trails Society and Mount Matheson Conservation Society are being renewed for three year periods, aligning all agreements to the beginning of the calendar year.

Lease Agreement – Port Renfrew Post Office (Community Centre)

A new two year lease agreement has gone to the Post Office for signature.

Summer Staff

Requests for staffing have been forwarded to the General Manager Parks and Environmental Services. The objective is to get the staffing of the summer positions completed earlier this year.

Illegal Tree Felling – The Shores Community Park

Two property owners adjacent to the Shores Community Park were investigated last spring following reports of trees being felled into, and in, the park in order to open sight-lines from their properties. Both were required to hire a Qualified Environmental Professional (QEP) to prepare reports addressing restoration work, as well as development permit requirements of Local Area Planning. The QEP reports were approved by the land owners and CRD in November 2015. The restoration work on the one property has now been completed, and the second will be completed by the end of February, 2016.

Commission discussion ensued regarding access from Jordan River hamlet to The Shores subdivision and from the subdivision to China Beach. The Manager confirmed that, pending funding, a trail from Petrel Drive to the shoreline is scheduled for 2018.

Seagirt Ponds

Photos were presented documenting that the ponds froze this winter.

Memorial Bench Program

CRD Regional Parks is reviewing its Legacy Program with a focus on requests for memorials. Community Parks will align its program with the guidelines developed by Regional Parks. At this time, consideration is only being given to developed Community Parks.

Commission discussion ensued regarding:

- types of memorial amenities that may be considered
- options for more than one donor to share a memorial amenity
- opportunities to recognize memorial donations after a bench has been replaced such as a permanent sponsor board
- value of the historical record provided by plaques

It was asked that any further feedback be directed to the Manager.

East Sooke Fire Hall – Copper Mine Road

Commission comment was forwarded reporting that, with relocation of the fire department to its new location, the community has decided to retain the existing building for community purposes. The second floor will be leased to Juan de Fuca Search and Rescue (land-based) with scheduled use of the main floor. To offset cost of building operations, a community committee, consisting of eleven residents, has been established to oversee use/rental of the main floor. The committee is also exploring opportunities to fundraise and to use the building to further engage the community.

Surplus gravel associated with a CRD Integrated Water Services project will be used to improve the CRD Copper Mine Road site.

**8. Correspondence**

**a) Additional Petition – Letters of Support – Sheringham Point Lighthouse – Unaltered Access/Trail Management (23 Submissions)**

It was noted there were duplications of signatories. Submission total changed from 27 to 23 submissions.

**b) Westcoast Flyfishers Association – 2016 Fishing Exploratory – An Event to Introduce Children to Sport Fishing**

**c) Mount Matheson Conservation Society – Quarterly Trail Inspection Report**

The Commission received the correspondence.

**9. New Business**

**a) Regional Parks – Sheringham Point Statutory Rights of Way**

Commission comment noted that the Sheringham Point lighthouse has been designated as a heritage site under the federal *Heritage Lighthouse Protection Act*. Noting this designation and the increased interest to improve access to the site, Commission comment was forwarded questioning if the CRD holdings at Sheringham Point should be considered regional and addressed by Regional Parks.

The Manager clarified that:

- the Juan de Fuca Community Parks program holds the SRWs at Sheringham Point
- the budgets for Regional Parks and Community Parks are funded by two separate tax requisitions
- the Sheringham Point Lighthouse Preservation Society will be responsible for all costs associated with improvements to and maintenance of the SRWs as detailed in the operating agreement
- Gas Tax funds will be used to support the new trail head and parking for the Sheringham Point Community Park Trail, assuring continued access to the parkland
- improvement to the SRWs will assist in reducing liability for all parties
- the operating agreement will outline that the agreement can be extinguished with 90 day notice
- the operating agreement will outline that improvements need to be completed within five years if consideration is to be given to renewing the agreement
- all parties are endeavouring to implement the agreement as soon as possible

**10. Unfinished Business**

- a) Subdivision Referral S-05-12 (Brown's Mountain, Port Renfrew)
- b) Subdivision Referral S-03-14 (6649 Godman Road)
- c) Long Term Trail Program

**11. Public Question Period**

**12. Next Meeting**

Next regular meeting is scheduled for February 23, 2016.

**13. Adjournment**

The meeting adjourned at 5:06 p.m.

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Louise Paterson, Chair

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Wendy Miller, Recorder