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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, February 23, 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), A. Boquist, V. Braunschweig, K. Douch, S. Jorna, M. Kimmel  
**Staff:** R. Hamilton, Parks & Recreation Manager; W. Miller, Recorder  
**ABSENT:** C. Bennett, P. Sloan, W. Vowles (Alternate Director)  
**PUBLIC:** 0

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

**1. Approval of the Agenda**

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

**2. Adoption of the Minutes of January 26, 2016**

**MOVED** by Commissioner Boquist, **SECONDED** by Commissioner Kimmel that the minutes from the meeting of January 26, 2016 be adopted. **CARRIED**

**3. Chair's Report**

No report.

**4. Director's Report**

No report.

**5. Delegations**

No delegations.

**6. Staff Reports**

**a) Staff News**

Sheringham Point Community Park and Operating Agreement

The Manager provided a verbal overview of items to be addressed by the Operating Agreement, reporting that:

- the agreement, reflecting input from the Ministry of Transportation and Infrastructure (MoTI), has been reviewed internally and by legal
- the agreement is now with the Sheringham Point Lighthouse Preservation Society (SPLPS) for their review
- a Public Highway permit application has been forwarded to the MoTI for the new parking area, trail head and signs for round-about at the end of Sheringham Point and directional signs along Sheringham Road
- at its February meeting the Electoral Area Services Committee resolved to support \$23,000 of Gas Tax funding to establish the new parking area and trailhead

The Manager circulated copies of the kiosk map, regulatory signs and directional signs. It was reported that:

- the sign plan for upper parking area will be coordinated with SPLPS

- signage at the end of Seaside Drive has been removed by the MoTI as it was not approved by the Ministry
- an access from the cul-de-sac to the Park Statutory Right of Way (SRW) at Seaside Drive cannot be considered at this time due to a steep embankment
- SPLPS has been asked to relocate a plaque and sign placed by the Society from their current locations to the lighthouse site
- signage will be placed at the strata entrance to the trail
- signage will be installed in May

At this time, the Manager presented signage drafted for Weiland Trail to address dog waste and the draft kiosk sign for Copper Mine Park.

Commission comment was forwarded supporting regulatory signage at Copper Mine Park.

#### 2016 Parks Budget Revisions

The Parks program maximum requisition level will be increased by 25% with a 10% lift (\$15,400) to compensate for seven years of lost inflation. The increase will support an increase to the park crew term and provide additional support for contracted services.

#### Staffing

Interviews for the internal postings for two Park Maintenance Worker positions have concluded. Successful candidates are being notified.

#### Recreation Program Funding Application

The Commission forwarded positive comment regarding this annual community event.

**MOVED** by Commissioner Kimmel, **SECONDED** by Commissioner Douch that the Commission approve the application received from the Friends of Copper Mine Park for support funding for their annual Easter Egg Hunt. **CARRIED**

#### Illegal Tree Felling – The Shores Community Park

A site visit was carried out on February 18 confirming that restoration work required by the second property owner is now complete. This closes the file on the two offences.

#### Port Renfrew Community Centre

Fire alarm inspection completed on January 29. Solar panels, heating and hot water systems inspected on February 15. No deficiencies reported.

It was reported that the Song and Surf Festival took place at the centre over the Family Day long weekend generating \$1500.00 in revenue.

#### May Meeting

As the Manager is unavailable on May 24, it was decided that the Commission will meet on May 31.

#### Friends of Copper Mine Park – Quarterly Inspection Report

Circulated for information.

## **7. Correspondence**

No correspondence.

**8. 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**

Discussion ensued regarding opportunity to purchase SRWs and to begin review of the Community Parks Strategic Plan. The Manager advised tht a bylaw amendment is being pursued to permit use of the reserve fund to the purchase SRWs. The Manager advised that the Strategic Plan is due for update in 2020. Review is anticipated to begin in 2019.

Commission comment was forwarded stating that the Commission's acquisition priorities should be re-examined in advance of formal review of the Strategic Plan. Further comment was forwarded stating that areas identified in the Strategic Plan now fall within the Regional Water Supply Area and that goals related to these areas may require review.

Staff advised that formal referral of the East Sooke and Shirley/Jordan River Official Community Plans (OCPs) is anticipated this spring. Review of acquisition priorities as they correlate to the local OCPs can be considered after formal referral.

**9. Public Question Period**

**10. Next Meeting**

Next regular meeting is scheduled for March 22, 2016.

**11. Adjournment**

The meeting adjourned at 4:22 p.m.

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Louise Paterson, Chair

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Wendy Miller, Recorder