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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, April 26, 2016 at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: L. Paterson (Chair), C. Bennett, A. Boquist, V. Braunschweig, K. Douch, S. Jorna, M. Kimmel, P. Sloan, W. Vowles (Alternate Director)
Staff: R. Hamilton, Parks & Recreation Manager; I. Lawrence, Supervisor, Local Area Planning; E. Taylor, Planner, Local Area Planning, W. Miller, Recorder

PUBLIC: 0

The meeting was called to order at 3:06 p.m.

1. Approval of the Agenda

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

2. Adoption of the Minutes of March 22, 2016

MOVED by Commissioner Boquist, **SECONDED** by Commissioner Sloan that the minutes from the meeting of March 22, 2016 be adopted. **CARRIED**

3. Chair's Report

No report.

4. Director's Report

The Alternate Director advised that the Sheringham Point Lighthouse Preservation Society (SPLPS) has signed the Operating Agreement between the Society and the CRD for use of the statutory rights-of-way held by the CRD at Sheringham Point.

5. Delegations

a) Local Area Planning:

- Proposed Bylaw No. 4000, "Official Community Plan for East Sooke, Bylaw No. 1, 2016"
- Proposed Bylaw No. 4001, "Official Community Plan for Shirley - Jordan River Bylaw No. 1, 2016"

Proposed Bylaw No. 4000

I. Lawrence directed attention to the table provided comparing the park and recreation policy changes between existing Bylaw No. 3718 and proposed Bylaw No. 4000, "Official Community Plan for East Sooke, Bylaw No. 1, 2016", as referred by the Land Use Committee on February 16, 2016.

I. Lawrence spoke to proposed Bylaw No. 4000, highlighting changes reflected in the comparison table.

Part 1 – The Community

Reviewed without comment from the Commission.

Part 2 – Administrative Structure

Section 208 Regional Growth Strategy Consistency

Proposed Bylaw No. 4000 specifically address the Regional Growth Strategy (RGS) with respect to park objectives and protecting regional green/blue spaces.

Section 210 Greenhouse Gas Reduction

Supports alternative transportation including additional infrastructure for cycling and walking.

Part 3 – Themes and Priorities

Section 310 Ecological Health

It was confirmed that the information in this subsection is derived from the Sensitive Ecosystem Inventory (SEI) from the late 1990s.

Section 320 Parks

It was advised that Schedule B reflects the four Land Use Designations in the Plan area. Lands designated as Park are CRD Regional Park lands; CRD Community Parks are not designated as Park. Community Parks are acquired through subdivision of lands designated Settlement. Community Parks remain designated as Settlement, eliminating the need for an Official Community Plan (OCP) amendment. Table 1 in Section 320 identifies three Regional Parks and four Community Parks.

I. Lawrence responded to a question from the Commission advising that the community's desire for off-street trails for non-motorized use can be potentially received through rezoning. Such trails would assist in meeting the community's objectives for road safety and connectivity.

Section 330 Access to Water

The community identified Anderson Cove as a priority access for canoes and kayaks. As it is understood that the shellfish tenure at Anderson Cove has been granted to First Nations, Roche Cove and the undeveloped end of Basso Road are identified in the OCP as alternative locations.

The Commission stated that many of the accesses to water have little or no potential for development to support recreational access to the water. The Commission forwarded support for greater opportunity to work with the Ministry of Transportation and Infrastructure to select more appropriate accesses.

The Alternate Director noted that subdivisions are referred to Planning. Should an access to water be required under the *Land Title Act*, Planning can refer the application to the Commission.

I. Lawrence spoke to changes made respecting parks and recreation under subsections:

- 391 Role as a Carbon Sink
- 392 Reducing the Number of Vehicle Trips
- 340 Connectivity and Transportation
- 358 Community Gathering Place

Part Four – Goals, Policies and Objectives

I. Lawrence directed attention to Table 8 noting that there is over 1,000 ha of land designated as Park due to additional parkland acquisition and previous miscalculation.

Section 420 Parks and Trails

I. Lawrence outlined the policies as currently drafted and revisions requested by the Community Parks and Recreation Manager.

It was advised that:

- policy statement B will be revised to focus on stewardship opportunities
- policy statement H will be revised to use the word “habitat”, replacing the word “ecosystem”
- policy statement H will be revised to reflect that sensitive areas and habitats may be required as natural parkland

Commission comments included:

- support for retaining “short-term projects” in policy statement B
- support for revising policy statement P to develop parks and trails for recreation for youth and other users
- considering development of a bike park in Park Heights Park, outside of the Riparian Development Permit Area

The Commission stated that the Otter Point OCP supports use of amenity bonusing to provide trails, parks and other community amenities. It was questioned if the East Sooke and Shirley – Jordan River OCPs support amenity bonusing.

I. Lawrence advised that the East Sooke OCP supports an average parcel size of 1 ha for lands designated Settlement which would support potential parkland dedication should a parcel be rezoned and subdivided. Use of amenity bonusing would only apply to approximately two parcels in East Sooke.

Section 430 Water Access

Policy statements encourage consultation with the Commission regarding provision of water accesses under the *Land Title Act*.

Section 450 Safe and Healthy Community

Policy statements support:

- lands designated as Park to be serviced by a CRD water system at such time as the RGS is amended to support expansion of water services
- delivery of recreational and fitness programs

The Commission stated support for the creation off-street trails under subsection 454 as road safety is a key issue in all communities.

I. Lawrence advised that, as roads and road rights-of-way fall under the Ministry of Transportation and Infrastructure, off-street trails are listed under subsection 452.

Section 460 Food Security

Aylard Farm to be used for park, but remains in the Agricultural Land Reserve

Section 480 Settlement

Policy statements allow for fee simple or bareland strata subdivision of Rural A parcels, allowing potential park dedication opportunities.

Section 610 Development Approval Information Area

Policy statements allows for information to be obtained in connection with rezoning regarding provision of community services, including parks.

Proposed Bylaw No. 4001

E. Taylor directed attention to the table provided comparing the park and recreation policy changes between existing Bylaw No. 3717 and proposed Bylaw No. 4001, “Official Community Plan for Shirley – Jordan River, Bylaw No. 1, 2016”, as referred by the Land Use Committee on February 16, 2016.

It was advised that proposed Bylaw No. 4001 includes information from the SEI commissioned in 2014.

Part 1 – Guiding Principles

Reviewed without comment from the Commission.

Part 2 – Administrative Structure

Section 208 Regional Growth Strategy Consistency

Proposed Bylaw No. 4001 specifically address the RGS with respect to park objectives and protecting regional green/blue spaces.

Section 210 Greenhouse Gas Reduction

Supports alternative transportation and protection of ecosystems through conservation and enhancement of forested areas.

Part 3 – Context

Section 320 Environment

Information has been updated to reflect the new SEI. New information includes updated creek mapping.

The Manager advised that Regional Parks wishes to proceed with a mapping exercise for the Rural Resource Lands (RRL). A meeting with the Commission is anticipated with direct follow up with some Commissioners regarding submission of ground-truth data.

E. Taylor confirmed that the SEI for Shirley – Jordan River included a degree of field verification but that further site specific opportunity is provided at the time that a parcel is considered for development.

Section 330 Parks and Trails

The Manager requested that “picnic area” for Sheringham Point be struck from Table 2.

The Commission stated support for adding access from the Plan area to the RRL to provide opportunity to permit access to the Leech Watershed under subsection 333. It was noted that, considering the private land holdings in Shirley – Jordan River, extension of the Galloping Goose may only be viable through an extension through the RRL. The Commission further stated that BC Hydro lands at Jordan River and BC Hydro easements over private land may provide park and connectivity opportunities.

E. Taylor reported that subsection 335 supports legal access to Priest Cabin Park and securing access to the Matterhorn Trail from Tieulie Place as priorities for the community. Links between neighbourhoods is also supported by the community.

Section 360 Services and Emergency Planning

E. Taylor reported that subsection 366 reflects community support for limiting the connection between Sheringham Point Road and Seaside Road for emergency purposes only and not for public use.

Section 380 Settlement and Economy

Updated information includes a subsection on Muir Creek to support acquisition of a parkland amenity.

Part Four – Goals, Policies and Objectives

Subsection 404 to be updated to reflect additional lands held by BC Hydro in Jordan River.

Section 430 Parks and Trails

Lands designated as Park are CRD Regional Park lands; CRD Community Parks are not designated as Park. Community Parks are acquired through subdivision of lands designated Settlement. Community Parks remain designated as Settlement, eliminating the need for an OCP amendment.

Subsection 433 identifies the acquisition of parkland in accordance with the goals and objectives of the both the Regional Parks Strategic Plan and the Juan de Fuca Community Parks Strategic Plan.

The Manager noted that subsection 434, policy statement B will be updated to match the revised policy statement in the East Sooke OCP to focus on stewardship opportunities. E. Taylor noted that policy statement M reaffirms support for acquiring lands adjacent to Muir Creek.

Section 470 Community Health

Subsection 474 supports local delivery of programs including recreational opportunities and fitness programs in the community.

Section 480 Development and Local Economy

Policy statements allow for fee-simple or bareland strata subdivision of Rural A parcels, allowing potential park dedication opportunities.

Subsection 484 recognizes use of Camp Jubilee as an outdoor recreational facility for organized camping, potentially supporting creation of the new zone for the Girl Guide camp.

The Commission stated support for a site visit to Camp Jubilee.

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Kimmel that the Commission reports to the Land Use Committee that it has reviewed the parks and recreation aspects in Bylaw No. 4000, "Official Community Plan for East Sooke, Bylaw No. 1, 2016" and in Bylaw No. 4001, "Official Community Plan for Shirley - Jordan River Bylaw No. 1, 2016" and that it supports adoption of the bylaws with the minor revisions requested by the Commission. **CARRIED**

6. Staff Reports

a) Staff News

Sheringham Point Community Park and Operating Agreement

Further to the Alternate Director's report, the Manager confirmed that the SPLPS has signed the Operating Agreement and that the Operating Agreement is in the process of receiving final CRD approval. It was further confirmed that the contractor has completed the new parking area and trail head at Sheringham Point Park and that new signs and information kiosk will be installed in May. It is understood that Electoral Area Services Committee (EASC) will be supporting a request from the SPLPS for Gas Tax funding to support improvements to the statutory rights-of-way at Sheringham Point.

New Bylaw – "A Bylaw to Establish A Land Acquisition Fund for Juan de Fuca Electoral Area Community Parks

A new bylaw, Bylaw No. 4101, to replace the former Sooke Electoral Area Bylaw No. 1133 Land Acquisition Reserve Fund (1983), has been prepared, along with an accompanying staff report. Proposed Bylaw No. 4101 will permit use of the land acquisition reserve fund for purposes of acquiring other lands for dedication as park. The term "acquiring" in the bylaw includes "any interest in land, including any right, title or estate in it of any tenure, with all building and houses". This will include the ability to purchase statutory rights-of-way.

Pending Commission support, it is anticipated that proposed Bylaw No. 4101 will be considered by the EASC at its June meeting.

MOVED by Commissioner Douch, **SECONDED** by Commissioner Jorna that the Commission report that it has reviewed proposed Bylaw No. 4101, "Juan de Fuca Electoral Area Community Parks Reserve Fund Bylaw No. 1, 2016", and supports adoption of the bylaw. **CARRIED**

Bylaw No. 4030 – Recreation Services and Facilities Fees 2016-17

The Manager reported that CRD bylaws regulating recreation services and facilities fees are reviewed annually.

The Commission reviewed current Bylaw No. 4030, reflecting the current fee structure for special events or activities held at the Port Renfrew Community Hall, and requested that the structure be updated to:

- clarify that the \$30.00 permit fees applies to community events
- define Frequent Users as users who host 5 or more events a year
- clarify that private events, such as weddings or birthdays with 10 or more participants, be charged a flat rate of \$100 per a permit

The Manager confirmed that permit revenue is directed back to the parks program operations account, or as revenue in the Port Renfrew Community Centre budget.

MOVED by Commissioner Kimmel, **SECONDED** by Commissioner Braunschweig that the Commission report that it has reviewed and supports the proposed Recreation Services and Facilities Fees for 2016-17 with the minor revisions requested by the Commission.

CARRIED

Goldstream Heights Subdivision – Trans Canada Trail

The Manager advised that the Commission has previously communicated support for securing parkland dedication for the Trans Canada Trail and that the developer has previously communicated support for gifting a route for the Trans Canada Trail.

E. Taylor advised that the latest lot configuration for 86-lots (S-22-08), accommodating changes requested to re-route the Trans Canada Trail, has triggered Section 510 of the *Local Government Act*, requiring formal dedication of parkland approved by the CRD Board.

The Manager advised that 5% parkland dedication equates to 15.25 ha. Recognizing the developer's ongoing commitment to accommodate the Trans Canada Trail, the Commission is asked to accept and transfer 7.6 ha parkland dedication to CRD Regional Parks. It was advised that the developer has also agreed to survey the southern boundary of Wigglesworth Lake Community Park. It was reported that the survey will determine if there is opportunity to connect the community park to the Trans Canada Trail.

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Bennett that the Juan de Fuca Electoral Area Parks & Recreation Advisory Commission recommend to the Land Use Committee that the 6.8 ha area proposed as parkland on the Survey Plan prepared by Bazett Land Surveying Inc., dated April 5, 2016, and a 0.8 ha area from proposed Lot 1 incorporating a viewpoint, be accepted and transferred to CRD Regional Parks for the Trans Canada Trail pursuant to Section 510 of the *Local Government Act* for the proposed subdivision of Block 359, Malahat District, Except Part in Plan VIP84067 and Block 399, Malahat District.

CARRIED

Priest Cabin Access

The Manager reported that he met with the Managing Director for the agent representing Lot 26, adjacent to Priest Cabin Park. It was advised that a three year statutory right-of-way for operational access over Lot 26 was offered by the agent. Discussions continue with the agent regarding securing a permanent public access easement to the park.

The Commission noted that the Shirley – Jordan River Official Community Plan is currently under review and that, previous discussions with the community to remove the covenant on Lot 26 restricting further subdivision, was not supported.

Subdivision Application – Port Renfrew Management Ltd

It was advised that the Memorandum of Understanding (MOU) between the CRD and Three Point Properties, requiring the provision of a park plan, has now lapsed. The Manager reported that he and Local Area Planning have had preliminary discussions with the new owner, Port Renfrew Management Ltd., regarding the trail system reflected in the MOU.

Caretaker – Wrigglesworth Park

It was reported that the caretaker is now on site. An additional rock barrier is needed at selected sites to block ATV access points.

Staffing

It was reported that the term for the two seasonal Park Maintenance Worker positions will run from May 2 to September 30.

Signs

It was advised that new signs will be posted at Eaglecrest Community Park as the previous signs have been removed. Bylaw Enforcement has been requested to investigate. Signs will also be installed at the Port Renfrew Community Hall to advise that camping and overnight parking are not permitted. It was reported that the water outlet has been closed off, and a locked electrical box has been installed at the Community Hall.

Filming

A permit has been issued for use of Fishboat Bay Community Park on May 6.

7. Correspondence

a) Juan de Fuca Community Trails Society – Quarterly Inspection Report

It was reported that a pioneer clump of Daphe Laureola has been removed.

The Commission received the correspondence.

8. New Business

9. 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

10. Public Question Period

11. Next Meeting

Next regular meeting is scheduled for May 31, 2016.

12. Adjournment

The meeting adjourned at 5:51 p.m.

Louise Paterson, Chair

Wendy Miller, Recorder