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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Monday, September 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; I. Lawrence, Local Area Planning Manager; W. Miller, Recorder  
**ABSENT:** 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 Jorna, **SECONDED** by Commissioner Boquist that the agenda be approved. **CARRIED**

**2. Adoption of the Minutes of June 28, 2016**

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of June 28, 2016 be adopted. **CARRIED**

**3. Chair's Report**

No report.

**4. Director's Report**

No report.

**5. Delegation**

**a) Local Area Planning – Subdivision Referral SU000679 (17013 Wickanninish Road)**

I. Lawrence spoke to the proposed 20-lot bare land strata subdivision and options for the provision of park land pursuant to Section 510 of the *Local Government Act (LGA)* and supporting policies in the Comprehensive Community Development Plan, Bylaw No. 3109. It was confirmed that, although the subject property is 48 ha, the area of land being subdivided is 4.5 ha. Land and cash values based on 5% of the land being proposed for subdivision were provided.

R. Hamilton advised that:

- the Memorandum of Understanding (MOU) between the CRD and a previous development company in Port Renfrew has lapsed
- the MOU included the provision of a park plan including a trail network
- an application, initiated by the Regional Director, was made to the Province under the BC Rural Dividend Program for funding to develop a proposal for a Tourism Trail Project in Port Renfrew
- the Province confirmed a grant for \$10,000 to develop a plan and detailed proposal
- if the proposal is approved, an additional \$100,000 could be made available for project implementation

- dialogue has been ongoing with Local Area Planning, the Regional Director, the Ministry of Transportation and Infrastructure (MoTI) and local developers to develop a trail route that connects existing recreational and tourism sites
- in addition to connecting recreational and tourism sites, the proposed trail route will provide an alternative route to walking along Parkinson Road
- the representative for subdivision application SU000679 supports the Tourism Trail Project and has committed to construct a 1.5 m wide trail to Juan de Fuca Electoral Area Parks and Recreation standards within the public road right-of-way of the subject property

I. Lawrence noted that MoTI subdivision approval requires confirmation from Local Area Planning that all applicable CRD bylaws have been complied with. CRD confirmation will include comment regarding the trail construction commitment. It was further noted that, should there be overall support for the Tourism Trail Project, there may be opportunity to revisit the Commission's recommendation to the CRD Board that cash-in-lieu of park land dedication be received for subdivision application S-03-14 as there is potential to support a trail connection on the subject property.

Commission comments included support for:

- a comprehensive trail plan
- a site visit
- firm commitment from developers

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner Braunschweig that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommend to the Juan de Fuca Land Use Committee that requirement for dedicated parkland or cash-in-lieu be waived for the proposed subdivision of the Easterly ½ of the Northwest ¼ of Section 36, Township 13, Renfrew District except that part shown coloured red on Plan 346-R and except those parts in Plans 22475, 24267, 24755, 29515, 41154, 50819 and VIP59967; and the West ½ of the Northwest ¼ of Section 36, Township 13, Renfrew District except those parts in Plan 5109, 24267 and 24755, and that the voluntary commitment by 0983327 BC Ltd. to construct a 1.5 m wide trail to Juan de Fuca Electoral Area Parks and Recreation standards within the public road right-of-way be accepted.

**CARRIED**

## **6. Staff Reports**

### **a) Staff News**

#### **2016-19 JdF Service Plan Review**

The Service Plan, as revised by the Commission at its June meeting, and the 2017 Parks Program and Recreation Program budgets were reviewed and supported by the CRD Executive Leadership Team on September 15.

#### **BC Rural Dividend Fund – Port Renfrew Tourism Trail**

Addressed under agenda item 5 a).

#### **Sheringham Point Lighthouse Preservation Society (SPLPS) Operating Agreement**

The SPLPS has hired Herold Engineering Limited to design and implement the Sheringham Point private road improvements, as per the SPLPS/CRD Operating

Agreement. The engineering design and the road design improvements have been accepted by the CRD. Final details on the engineering improvement specifications as well as cost estimates to be submitted to the CRD.

The Manager confirmed that the road design includes three pull-outs and that chip seal is being considered. The signage plan forwarded by the SPLPS was circulated.

#### **The Park in Port Renfrew/Coppermine Park**

Tree limbing to be completed this fall at The Park in response to a hazard tree assessment completed in July.

The playground equipment at both parks was inspected by the Manager and a certified playground equipment inspector on June 28. Deficiencies were resolved by the work crew throughout the summer. Painting of the tennis courts at both parks was also completed. Pictures of the new kiosk at Coppermine were presented.

#### **Kemp Lake Foreshore Access**

A site meeting occurred on August 24 with the Manager, Adrian Clarke (Vice President of Science, Freshwater Fisheries Society of BC), Alternate Regional Director Wally Vowles, Local Area Planner Emma Taylor and Commissioner Kimmel.

The Manager presented dock design options and advised that:

- the Society will fund the dock
- MoTI has agreed in principle to approve an application for a permit to proceed with the improvements on the Milligan road access
- an updated estimate for the land-based improvements will be done to determine the amount of Gas Tax funding needed to proceed
- the dock designs do not cross over into the waterfront of adjacent properties
- there will be no increase in parking
- there will be no increase to the beach area
- Kemp Lake has been closed to motorized boats by the Province
- the access project includes public consultation

#### **William Simmons Memorial Park - Poirier Lake Boat Launch Dock Improvements**

Concrete curbs were installed on the boat launch dock causeway on August 29-31 in order to stabilize the rocks along the causeway and prevent erosion of the trail surface crusher fines. The curbs were constructed 10" high in order to accommodate raising the trail/dock to accommodate fluctuating lake levels. A hand rail will be installed on each of the concrete curbs. Pictures of the improvements were presented.

#### **William Simmons Memorial Park – Royal Red Maple Planting**

The Manager advised that:

- a request was received to plant a memorial tree
- the tree donation will be accepted
- the tree will not be identified with a memorial plaque
- tree to be planted by an approved arborist

**Wrigglesworth Park Boundary Survey**

As part of the Trans Canada Trail (TCT) parkland dedication, the Goldstream Heights developer agreed to survey the southern boundary of Wrigglesworth Lake. The survey, completed in August, determined that there has been an encroachment into the park and park trees felled. This matter is being addressed with Bylaw Enforcement. The survey also indicates that there is opportunity to construct a trail from the park to the TCT. The work crew initiated installation of the boundary signs on September 19.

**Seagirt Ponds Preservation Society**

The Manager reported that he met with representatives of the Society on September 19 to review plans for the coming year. The Society, as per their Stewardship Strategy, will proceed with installation of a viewing platform close to the trail at the lower pond. They will also develop interpretative messages on the biology and history of the park, to be included in the planned information kiosk. Juan de Fuca Parks will collaborate with the Society to achieve these goals in 2017.

**Park Maintenance Crew Tasks (July – September)**

The Manager provided an update on work completed by the Parks crew.

**7. Unfinished Business**

**a) Subdivision Referral S-03-14 (6649 Godman Road)**

**b) Long Term Trail Program**

At this time, the Manager confirmed that:

- subdivision referral S-05-12 (Brown's Mountain, Port Renfrew) will return to the Commission for consideration should development proceed
- there has been no update regarding opportunity to extend Wieland Trail
- there is opportunity to establish a capital reserve fund for the Parks Program to purchase statutory rights-of-way
- the reserve fund would not be restricted from accepting donations

**8. Public Question Period**

**9. Next Meeting**

Next regular meeting is scheduled for November 1, 2016

**10. Adjournment**

The meeting adjourned at 5:00 p.m.

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Louise Paterson, Chair

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Wendy Miller, Recorder