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## **JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION**

Notice of Meeting on Tuesday, **May 23, 2017 at 3 p.m.**

Juan de Fuca Local Area Services Building, #3 – 7450 Butler Road, Otter Point, BC

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### **AGENDA**

1. Approval of Agenda
2. Adoption of Minutes of April 25, 2017
3. Chair's Report
4. Director's Report
5. Staff Reports
  - a) Staff News
6. Correspondence
7. Unfinished Business
  - a) BC Rural Dividend Fund – Port Renfrew Tourism Trail
  - b) Kemp Lake Infrastructure Improvement Proposal
  - c) Long Term Trail Program
8. Next Meeting: June 27, 2017
9. Adjournment



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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, April 25, 2017 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, J. Gaston, S. Jorna, P. Sloan, W. Vowles (Alternate Director)  
**Staff:** A. Sielopp, Parks and Recreation Manager; M. Macintyre, Manager, Park Operations, Regional Parks; I. Lawrence, Local Area Planning Manager; E. Taylor, Planner; W. Miller, Recorder

**ABSENT:** A. Boquist, M. Kimmel

**PUBLIC:** 6

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

At this time, the Chair welcomed Armin Sielopp, the new Manager, Juan de Fuca Electoral Area Parks and Recreation.

Mike MacIntyre introduced himself to the membership, advising that he has been providing transitional assistance since Ron Hamilton's retirement on February 15 and Armin Sielopp's hire on April 24.

**1. Approval of the Agenda**

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

**2. Adoption of the Minutes of January 24, 2017**

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner Gaston that the minutes from the meeting of January 24, 2017, be adopted. **CARRIED**

**3. Chair's Report**

No report.

**4. Director's Report**

The Alternate Director welcomed Armin Sielopp and extended a thank you to Mike MacIntyre for his assistance over the last two and a half months.

It was reported that positive comment has been received from the new Chief Financial Officer, Nelson Chan, regarding opportunity to amalgamate the parks and recreation program budgets and to revisit a bylaw to permit use of the land acquisition reserve fund for purposes of acquiring other interests in land.

**5. Staff Reports**

**a) Kemp Lake Infrastructure Improvement Proposal – Public Participation Report**

Emma Taylor spoke to the public participation report, outlining the activities undertaken relating to the public participation process for the Kemp Lake Infrastructure Improvement Proposal and comments received through that process.

Emma Taylor advised that:

- a public open house was held on January 27, 2017
- attendees were encouraged to submit their comments on a comment form
- the form consisted of three questions
- the form was made available on the CRD website between January 23 and February 3, 2017
- a total of 130 respondents provided information through the comment form process

Emma Taylor outlined the comment summaries included in the report, advising that the comments were themed as supportive, cautionary, and concerned. It was advised that submissions indicate a high level of public interest in the proposal with 78% of approximately 130 respondents indicating support for the infrastructure improvements. Emma Taylor spoke to the opportunities to accommodate cautionary suggestions and to mitigate concerns.

At the request of the Commission, Emma Taylor directed attention to the letter included in the agenda package as submitted by the Kemp Lake Waterworks District (KLWD). The letter states that KLWD:

- requests that any and all precautions be put in place to prevent any adverse effect on the quality of the lake
- does not support the plan to improve the foreshore access for use by vehicles
- considers the parking and washroom facilities proposed as favourable as they relocate vehicles farther away from the lake shore

**b) Staff News**

Mike MacIntyre provided an update on activities since the January 24, 2017 meeting:

Kemp Lake Foreshore Access - Gas Tax Funding

The Electoral Area Services Committee considered a request for \$18,000 in Gas Tax Funding for land-based improvements at its February 15, 2017 meeting. At its meeting of March 8, 2017, the CRD Board considered and supported the request that the Juan de Fuca Electoral Area Parks and Recreation project be funded as an appropriate Gas Tax initiative.

Kemp Lake Foreshore Access – Legal Survey

A legal survey of Milligan and Manatu Roads was completed on February 21, 2017 at a cost of \$1995.00.

Priest Cabin Park

Staff was contacted by the agent representing Lot 26, the lot adjacent to Priest Cabin Park, regarding park signs. At the request of the agent, the directional signs will be either relocated to park land or removed entirely.

William Simmons Memorial Park – Trail Encroachment

The trail located in the parking lot to the west has been reconfigured as it was determined that the trail was encroaching onto private property. Positive comment has been received from the private property owner.

Bylaw No. 3623 – Recreation Services and Facilities Fees 2017-2018

Each year the CRD bylaw regulating recreation services and facilities fees, Bylaw No. 3623, is reviewed. No changes are proposed to the current fee schedules reflected in amendment Bylaw No. 4108 (Schedule E and F).

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the Commission support the fees in Bylaw No. 4108 (Schedule E and F) for 2017-2018. **CARRIED**

2017 Contracts

The recreation contracts for 2017 have been fully executed, supporting contract programs in East Sooke, Otter Point and Shirley. A landscape contract for landscaping services at Coppermine Park has also been executed.

2017 Hiking Program Brochure - Juan de Fuca Community Trails Society

A total of \$800 has been allocated to support the Juan de Fuca Community Trails Society's monthly guided hikes. A Commission member confirmed that the brochure has been produced.

One-Time Community Event Support

A total of \$600 was allocated to support the Friends of Coppermine Park Society's Easter event on April 15. The community event, which is now in its fifth year, includes an Easter egg hunt and pancake breakfast. A Commission member reported that the event was well attended.

Staffing

Janis Hain and Jade Steel are the successful candidates for the two seasonal Park Maintenance Worker positions. The PMW-5 position started April 3; the PMW-2 position started April 12.

At this time, Mike MacIntyre extended a thank you to Wendy Miller for providing transitional assistance.

Armin Sielopp advised that:

- it appears that trees have been felled at Coppermine Park adjacent to the play area
- a survey will be completed to confirm property lines
- vehicle damage has been done to the field at Coppermine Park
- repairs are in progress to resolve this damage and damage done to planters
- stickers and garbage have also been removed from this site

**6. Correspondence**

- a) **Friends of Eaglecrest Park Society – Quarterly Inspection Report**
- b) **Haig-Brown Fly Fishing Association – Kemp Lake Foreshore Access Infrastructure Improvement Proposal**
- c) **Juan de Fuca Community Trails Society – 2016 Recreational Hiking Program Report**
- d) **South Vancouver island Back Count Horseman of BC – Kemp Lake Foreshore Access Infrastructure Improvement Proposal**
- e) **Seagirt Ponds Preservation Society – 2016 Stewardship Annual Report**
- f) **OPSRRRA – Commission Meetings/Open Houses**

- g) Brenda Mark – Priest Cabin Park
- h) Island Health – Kemp Lake Foreshore Access Infrastructure Improvement Proposal
- i) Kemp Lake Waterworks District – Proposed Kemp Lake Foreshore Access Improvement Plan\

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner Braunschweig that the correspondence be received. **CARRIED**

## 7. Unfinished Business

### a) BC Rural Dividend Fund – Port Renfrew Tourism Trail

Iain Lawrence confirmed that staff are working on a second application as the application window for the larger grant is now open.

### b) Subdivision Referral SU000679 (17013 Wickanninish Road)

### c) Long Term Trail Program

## 8. Public Question Period

Greg Marchand, Otter Point

- not a full time resident
- did not receive notice about the opportunity to make comment regarding the Kemp Lake infrastructure improvement proposal
- primary concern is drinking water quality
- area is already used by swimmers and boaters
- concerned about how fishing will further impact the area
- property is close to the proposed portable washroom facility
- concerned about washroom cleaning/monitoring
- parking issues already exist
- does not believe blocking vehicle entry into the lake will detract from trailer use
- support for some degree of improvement but not for the improvements currently proposed

John Brohman, Otter Point

- does not have issue with the access in its current state
- Kemp Lake remains one of the few lakes in the area with good access
- does not support blocking boats from accessing the lake
- area is seeing increased use due to increased security at the private beach on the north east shore of the lake
- concern regarding level of use by dogs and horses
- accesses his property from Manatu and Milligan Roads
- there is opportunity to improve proposed parking, site lines and picnic area
- supports working with staff to improve the proposed infrastructure improvements
- has a 1400 signature petition opposing blocking boats from accessing the lake

Ivan Harrison, Otter Point

- supports adding sand to the beach area to decrease mud and increase user enjoyment

Sandy Sinclair, Otter Point

- questioned if the proposal should have been referred to the Land Use Committee

- does not support blocking boats from accessing the lake
- concern for mixing fishing and swimming
- does not support the current parking proposal
- concerned that improvements will attract parties

The Alternate Director reported that Island Health does not support vehicles entering the lake as vehicle entry increases water turbidity.

Staff advised that:

- the Province has indicated support for adding aggregate above the waterline
- permission to add sand to the water would be onerous
- the Land Use Committee makes recommendations regarding planning and land use management as set out in Part 14 of the *Local Government Act*
- improvements to a Ministry of Transportation and Infrastructure access would not be referred to the Land Use Committee for consideration

## **9. Next Meeting**

May 23, 2017

## **10. Adjournment**

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner Braunschweig that the meeting adjourn.

The meeting adjourned at 3:50 p.m.

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Louise Paterson, Chair

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Wendy Miller, Recorder



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**STAFF REPORT TO THE  
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION  
MEETING OF TUESDAY, MAY 23, 2017**

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**SUBJECT:** Staff News

**ISSUE:** Information

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

At its meeting of May 10, 2017, the CRD Board supported submission of an application for \$100,000 to the BC Rural Dividend Program for the Port Renfrew Tourism Trail project. Staff are working on finalizing the application.

**Copper Mine Park – Tree Cutting Incident**

The property owners on the east side of Copper Mine Park cut four trees within the park along the east boundary of the park. The Manager met with the owners during the observed work and asked them to stop. The property owners were advised that JDF Parks would be doing a property line survey to determine the location of the felled trees. A survey was done on April 25, 2017. The results confirmed that trees had been felled in the park and removed.

CRD Bylaw Enforcement was brought in to assist with the investigation and the result was the potential issue of MTI Ticket totalling \$1800.00. Staff met with the owners to propose that the owners pay the cost of the survey (\$908.25) and return the logs. During this meeting, the owners were also made aware that they had endangered public safety by way of failing to contact JDF Parks prior to starting the work. The owners have paid for the cost of the survey. Staff are arranging removal of the logs. Once the logs have been removed, the matter is resolved.

**Hazard Tree Removal**

William Simmons Memorial Park

- A dead alder was removed near the fishing pier.

Butler Trail

- Two Douglas fir trees were removed on the trail near the west side close to Otter Point Road. One tree was over hanging a private residence.

**Seasonal Toilets**

Seasonal toilets have been delivered to Fish Boat Bay Park, William Simmons Memorial Park and one to the caretaker at Wrigglesworth Lake.

**Port Renfrew Community Centre**

Repairs to lighting in the building have completed and repairs to a section of the floor in the main hall are underway.

<b>Submitted by:</b>	Armin Sielopp, Manager, Parks and Recreation, Juan de Fuca Electoral Area
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