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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **June 27, 2017 at 3 p.m.**

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

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of May 23, 2017
3. Chair's Report
4. Director's Report
5. Staff Reports
 - a) Staff News
6. Correspondence
7. New Business
 - a) Proposed Amendment to Bylaw No. 3763, "Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011" and Bylaw No. 3795, "Community Parks Regulations (Juan de Fuca and Salt Spring Island Electoral Areas) Bylaw No.1, 2012"
8. Unfinished Business
 - a) BC Rural Dividend Fund – Port Renfrew Tourism Trail
 - b) Kemp Lake Infrastructure Improvement Proposal
 - c) Long Term Trail Program
9. Next Meeting: To be Determined
10. Adjournment



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, May 23, 2017, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: L. Paterson (Chair), A. Boquist, V. Braunschweig, J. Gaston, M. Kimmel
Staff: A. Sielopp, Parks and Recreation Manager; W. Miller, Recorder
ABSENT: C. Bennett, S. Jorna, 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 Boquist, **SECONDED** by Commissioner Kimmel that the agenda be approved. **CARRIED**

2. Adoption of the Minutes of April 25, 2017

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Gaston that the minutes from the meeting of April 25, 2017, be adopted. **CARRIED**

3. Chair's Report

Further to comment made by staff at the last meeting, the Chair advised that she visited Copper Mine Park to see the damage done to the park.

4. Director's Report

No report.

5. Staff Reports

a) Staff News

BC Rural Dividend Fund – Port Renfrew Tourism Trail

- The CRD Board supported submission of an application for \$100,000 to the BC Rural Dividend Program for the Port Renfrew Tourism Trail project at its of May 10, 2017 meeting
- The Manager will be meeting with Local Area Planning on May 24 to finalize the application

Copper Mine Park – Tree Cutting Incident

- A survey completed on April 24, 2017 confirmed that the property owners on the east side of Copper Mine Park cut four trees within the park
- Staff met with the owners to propose that the owners pay the cost of the survey (\$908.25) and return the logs
- The owners have paid for the cost of the survey
- Once the logs have been removed, the matter is resolved
- Boundary markers will be installed after clean-up and additional tree removal from the park by a Parks Program contractor
- Logs will be used as material for future projects

The Manager responded to questions from the Commission advising that:

- fencing can be explored
- the Ministry of Transportation and Infrastructure has been made aware of a potential encroachment
- past practice has been to leave felled hazard trees on park land to decompose or use as fire wood at Sooke Potholes Campground

Copper Mine Park – Field Damage

- Boulders will be placed to deter future vehicle entry onto the field
- Boulders are being donated by a resident
- No horse signage will be installed

Hazard Tree Removal

- A dead alder was removed near the fishing pier at William Simmons Memorial Park
- Two Douglas fir trees were removed on the trail near the west side of Butler Trail close to Otter Point Road

Seasonal Toilets

- Seasonal toilets have been delivered to Fish Boat Bay Park, William Simmons Memorial Park and Wrigglesworth Lake

Port Renfrew Community Centre

- Repairs to lighting in the building have been completed
- A temporary repair has been done to a section of the floor in the main hall by the carpenter from Regional Parks
- Floor ventilation will be examined during repair
- An inspection will be performed in future to determine the status of the fire place

Mill Hill Broom Removal

A video was played showing helicopter removal of broom and other invasive species from Mill Hill in 2011.

6. Correspondence

7. Unfinished Business

a) BC Rural Dividend Fund – Port Renfrew Tourism Trail

b) Kemp Lake Infrastructure Improvement Proposal

Staff responded to questions from the Commission advising that:

- a few additional inquires have been received from the public
- it is understood that funding for the project remains secure
- refinements are being made to the design proposal in response to comments received by the public
- the Electoral Area Services Committee supported an application to the Community Works Fund for \$30,000 to support the Kemp Lake water extension program

The Commission stated support for sending a letter to Island Health to communicate the high level of public interest received for the project.

The Manager advised that he will report back to the Commission.

c) Long Term Trail Program

8. Public Question Period

9. Next Meeting

June 27, 2017

10. Adjournment

At this time, the Commission requested that the Commission bylaw, Bylaw No. 3763, be added to the next agenda. It was noted that this bylaw provides procedures for the Juan de Fuca and Salt Spring Island Commissions. It is understood that the Salt Spring Island will be going to referendum on September 9 to consider incorporation and that the bylaw for community park regulations, Bylaw No. 3795, also covers the Juan de Fuca and Salt Spring Island Electoral Areas.

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

The meeting adjourned at 3:47 p.m.

Louise Paterson, Chair

Wendy Miller, Recorder



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**STAFF REPORT TO THE
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION
MEETING OF TUESDAY, JUNE 27, 2017**

SUBJECT: Staff News

ISSUE: Information

Copper Mine Park

The tree cutting/ trespass file has been closed. The park logs have been removed and taken to Warburton Woodworks for milling. The lumber will be used to repair the foot bridge at the approach to the playground. The remaining lumber will be available for use on the Port Renfrew Tourism Trail.

A gate will be installed between the creek and the start of the existing chain link fence. This desire line is regularly used to access East Sooke Road. The Manager is obtaining a quote for fencing on the east property line by the playground.

Lumber for the Copper Mine picnic shelter has been cut. Lumber storage is being arranged. The lumber was a donation from the East Sooke Fire Commission.

A meeting has been requested with the Friends of Copper Mine to give direction on the process for moving the shelter project along.

Two telspar posts with signs have been removed/stolen from the park. Staff will be replacing them.

William Simmons Memorial Park

Four hazard trees have been removed from the park. One dead Douglas fir near the picnic shelter and three dead alders along the main Panama Rail Trail.

The Freshwater Fisheries Society of BC is planning two evening events for kids on June 27 and July 4 from 6 to 8 p.m.

Port Renfrew

The broken floor has been repaired in the community centre and laminate flooring will be installed within the next two weeks to complete the repair.

The Manager met with Kristine Pearson from Pacheedaht First Nation (PFN) to walk phase one of the Tourism Trail and discuss having a monitor representing PFN during the construction process.

Kristine Pearson will discuss with members and confirm who will monitor the project.

Wigglesworth Lake

Staff will be reviewing the caretaker agreement set in place with the current caretaker. The arrangement has been working well.

Kemp Lake Infrastructure Improvement Proposal

The Manager has spoken with the new Health inspector for our area, Kazuhiro Takeuchi, about the project and supplied files on the project for his information. We have agreed to meet to discuss this further with Planning staff in attendance. Current drawings, material list, and tenure map for the project have been sent to Diane Elliot, Natural Resource Specialist, from FrontCounter BC.

Community Works Fund Application – Sheringham Point Lighthouse Preservation Society

At its June 21, 2017 meeting, the Electoral Area Services Committee considered an application from the Sheringham Point Lighthouse Preservation Society for \$12,000 to support chip sealing of the private access road to the lighthouse lands. It is anticipated the CRD Board will consider the application for approval at its July 12, 2017 meeting. This funding supports the Society's commitment to improve and maintain the statutory-rights-of-way held by the CRD over private land to permit public access to the lighthouse lands as set out in the Society's operating agreement with the CRD, as endorsed by the Commission.

Summer Picnic

Preferred dates, times and locations to be discussed.

Staffing

Jade Steel will be leaving for a position at Regional Parks effective July 3. Torri Venvoit will be filling the Parks Maintenance Worker 2 position. Torri has several years of experience at Regional Parks.

Resignation

As you are aware I have submitted my resignation as Manager, Parks and Recreation, Juan de Fuca Electoral Area. I have agreed to stay on for the short term while another candidate is being considered.

Submitted by:	Armin Sielopp, Manager, Parks and Recreation, Juan de Fuca Electoral Area
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