

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, November 28, 2017, 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, J. Gaston, S. Jorna, P. Sloan
Staff: D. Closson, Manager, Juan de Fuca Parks and Recreation,
M. MacIntyre, Former Acting Manager, Juan de Fuca Parks and Recreation
W. Miller, Recorder
ABSENT: M. Kimmel, 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 Sloan, **SECONDED** by Commissioner Boquist that the agenda be approved. **CARRIED**

2. Adoption of the Minutes of September 12, 2017

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of September 12, 2017, be adopted. **CARRIED**

3. Chair's Report

The Chair introduced Don Closson, the new Manager for Juan de Fuca Parks and Recreation.

4. Director's Report

No report.

5. Staff Reports

a) Staff News

Priest Cabin Park

- In-house discussions have taken place regarding the recent fire adjacent to the park. Exploration has begun to develop protocols and improve communication at the CRD level and with the Province and the Fire Department to ensure timely responses for future scenarios when there is a fire on or near CRD park land.
- The Parks crew installed reinforced split rail fencing in September in response to motorized vehicles entering the park. Concern was expressed that there is a lack of reasonable access to the park. The legal entrance is inaccessible to the public and trenches restrict emergency access.

Community Works Fund Grant Application – Port Renfrew Tourism Trail

- A Community Works Fund grant application for \$12,500 was submitted as a condition of the Port Renfrew Community Tourism Trail project.
- The application was supported by the Electoral Area Services Committee on September 20, 2017 and approved by the CRD Board on October 11, 2017.

BC Rural Dividend Grant - Port Renfrew Community Tourism Trail

- On October 13, 2017, the Province announced the successful BC Rural Dividend third intake grant recipients.
- A total of \$89,194 will be granted to the CRD to support the Port Renfrew trail project.
- The agreement was signed today. The project has an operational window from approximately March to July. The Manager made contact with the contractors and walked the area in order to understand the intended works. Phase One will be trail work from the beach to the store by Parkinson Road.
- The Pacheedaht First Nation has been advised and a member will be on site for archeological purposes.

Subdivision Referral SU000687 (17110 Parkinson Road)

- The Commission's recommendation that the requirement for parkland dedication in accordance with Section 510 of the *Local Government Act*, for the proposed bareland strata subdivision of Lot A, Section 97, Renfrew District, Plan EPP71912, be received in the form of cash-in-lieu, was supported by the Juan de Fuca Land Use Committee on October 17, 2017 and approved by the CRD Board on November 8, 2017.
- The developer still needs to satisfy water and sewer in Port Renfrew for the subdivision. Monitoring of the trigger for cash-in-lieu rests with the Planning Department.

Friends of Eaglecrest Park Society

- The Manager met with the Friends of Eaglecrest Park Society on November 21, 2017 to discuss renewal of their Stewardship Agreement.
- The society plans to submit a proposal to add connectivity from Otter Point Road down to the highway using some of the parks that currently exist including Amanda Place. Once a formal proposal is received, it will be brought to this Commission.

Friends of Coppermine Park Society- Picnic Shelter Proposal

- The Manager met with the Friends of Coppermine Park Society on November 21, 2017 to review the Society's picnic shelter proposal.
- The Manager toured the area and charted the next steps.
- In addition to the \$5,000 donation, a \$5,000 grant-in-aid has been requested.
- The proposal will be brought forward to the Building Inspector for a preliminary request to clarify the items required.
- The wood will be donated through the Fire Commission, from the Fire Department.

Service Plan 2016 – 2019

- On October 18, 2017 the Electoral Area Services Committee supported the Service Plan as presented (track changes).
- In accordance with the Commission's bylaw, Bylaw No. 3763, the Commission is asked to review and recommend approval of the Service Plan.
- The Service Plan, as presented, is scheduled to be considered by the CRD Board at a Committee of the Whole meeting on November 29, 2017.

6. New Business

a) Service Plan

The Service Plan was reviewed and discussion ensued regarding:

- Wieland trail extension and potential costs
- Port Renfrew Tourism Trail review scheduled for 2020
- Coppermine Park \$1,800 core budget includes materials and staff budget

- Priest Cabin Park access to be brought forward for July of 2018 to look at as an initiative for 2019

MOVED BY Commissioner Jorna, **SECONDED** by Commissioner Sloan, to accept the Service Plan 2016-2019 as presented.

CARRIED

7. Unfinished Business

a) Friends of Coppermine Park Society – Picnic Shelter Proposal

Discussed during staff reports agenda item.

b) Seaside Drive Signage

The Ministry of Transportation and Infrastructure has removed the no parking/tow-away signage.

c) Review of Recreation Contracts

The process is underway for preparation, review and execution of 2018 recreation program contracts.

In addition to the recreation contracts, new contracts will also be processed for the Chamber of Commerce and cleaning at the Port Renfrew Recreation Centre. It was noted that Juan de Fuca Community Trails Society will also require a new contract. The Manager will follow-up to ensure that expiry dates are noted and new contracts signed.

d) Proposed Amendment to Bylaw No. 3763, “Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011”

e) Proposed Bylaw No. 4101, “Juan de Fuca Electoral Area Community Parks Acquisition Reserve Fund Bylaw No. 1, 2016”

f) Port Renfrew Tourism Trail

g) Kemp Lake Infrastructure Improvement Proposal

An update will be provided to the Commission in the New Year.

h) Long Term Trail Program

Brought back for updates at any time, can be standing item if needed.

8. Next Meeting

January 23, 2018

9. Adjournment

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

The meeting adjourned at 3:55 p.m.

Louise Paterson, Chair

Wendy Miller, Recorder