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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on **Tuesday, February 27, 2018 @ 3 pm**

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

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of January 30, 2018
3. Chair's Report
4. Director's Report
5. Staff Reports
 - a) Staff News
6. New Business
7. Unfinished Business
 - a) Friends of Coppermine Park Society – Picnic Shelter Proposal
 - b) Priest Cabin Park
 - c) Community Works Fund Grant Application and BC Rural Dividend Grant – Port Renfrew Tourism Trail
 - d) Friends of Eaglecrest Park Society and other Society Agreements Insurance Concern
 - e) Staffing Request 2018
 - f) Seagirt Ponds
 - g) Port Renfrew Chamber of Commerce
 - h) Recreation Services Program -no update
8. Next Meeting: March 27, 2018
9. Adjournment



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, January 30, 2018, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: L. Paterson (Chair), C. Bennett, V. Braunschweig, J. Gaston, S. Jorna, M. Kimmel, B. Croteau
Staff: D. Closson, Manager, Juan de Fuca Parks and Recreation, J. Miller, Recorder
ABSENT: P. Sloan, W. Vowles (Alternate Director)
PUBLIC: 0

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

1. Elections

The Manager called for nominations for the position of Chair of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for 2018 and Commissioner Paterson's name was put forward. The Manager called two additional times for further nominations and, as there were none, Commissioner Paterson was declared Chair.

The Chair called for nominations for the position of Vice Chair of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for 2018 and Commissioner Jorna's name was put forward. The Chair called two additional times for further nominations and, as there were none, Commissioner Jorna was declared Vice Chair.

2. Approval of the Agenda

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

3. Adoption of the Minutes of November 28, 2017

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Bennett that the minutes from the meeting of November 28, 2017, be adopted. **CARRIED**

4. Chair's Report

None.

5. Director's Report

None

6. Staff Reports

a) Staff News

Priest Cabin Park

- The Manager visited Priest Cabin Park with Armin and witnessed some preliminary work done to the Right of Way (plans to hike ROW this spring to determine steepness and viability as public access).

- Discussion ensued regarding lack of public access concerns, right-of-way and maintenance. The Manager will arrange for parks staff time for maintenance, gather more information to get a better understanding of the issues and keep the Commission apprised.

It was requested to bring visual aids to meetings such as digital mapping and/or hard copy maps to correspond with agenda items. The Manager will follow-up with this for future meetings.

**Community Works Fund Grant Application and BC Rural Dividend Grant –
Port Renfrew Tourism Trail**

- The staff news report noted that all funding had been received for the Tourism Trail in Port Renfrew. A correction was made to clarify that the transfer of funds is pending (contract signed and transfer forthcoming).
- Contract policy dictates that three quotes must be gathered for projects that are \$10,000 or more. This was not done, so the staircase project and the trails construction project must be tendered under an Invitation to Quote (ITQ) process which will start in the next month.
- This delay is beneficial in that the engineering for the stairwell can be built into the requirements. By paring back and changing the scope for the trail itself, the work can be done within the budget and there are opportunities to source local materials.
- Contact has been made with the Pacheedaht First Nation to determine the need for a Site Monitor during the construction phase of the project in order to avoid the chance of finding a sensitive cultural site. There are known archeological sites in the area.

Friends of Eaglecrest Park Society and other Society Agreements

Advice from the Risk Management Branch at CRD has indicated that agreements with park societies can happen two ways (insurance):

1. Negotiate an agreement with the society and the society must purchase liability insurance to conduct business/work within the park; or
2. No agreement is negotiated and society members must act as individual volunteers and would fall under the individual insurance program at CRD when conducting business/work within the park.

Discussion ensued and the Manager confirmed that society agreements can only be renewed if the society has insurance and that individuals are insured under the volunteer program.

Commissioner Jorna will meet with the Manger to discuss the Juan de Fuca Community Trails Society agreement and Commissioner Braunschweig will meet with the Manager to discuss the Friends of Coppermine Park Society agreement.

It was requested to bring back something formal in writing to the Commission and possibly have a staff member from risk management attend a future Commission meeting to expand further on the details. The Manager will follow-up.

Friends of Coppermine Park Society- Picnic Shelter Proposal

Information has been exchanged between the Friends of Coppermine and CRD JDFEA Manager regarding setbacks required and also a title search to clearly identify which parcel of land the picnic shelter would reside.

There was discussion regarding building materials, building plans, and setbacks. Commissioner Braunschweig will connect with the Manager to make arrangements for a site visit. The Manager will continue to work in assisting with the proposal and the process.

Staffing Request 2018

Staffing requests have been approved for two seasonal park workers in the JDFEA. Their term is planned to be approximately five months (May-September). A request for a rental vehicle has been submitted but no response has been received. The jobs were posted and the closing date was January 29, 2018. Interviews will take place in the next few weeks.

Seagirt Ponds

Some work was done at Seagirt Ponds to clear trails of blow-down and also to address a hazard tree that was threatening a local resident's property. Discussions are underway to install a memorial bench and possibly an information kiosk in 2018. A meeting to discuss the work is scheduled for February 12, 2018. Seasonal staff can tend to the installation.

A question arose as to the cost of park benches. The Manager advised that there is no longer a memorial bench program and that guidelines are currently being explored. This provides some flexibility in how materials are acquired and the costs for supplies and labour. The Manager will report back as updates arise.

7. New Business

a) Discussion regarding update to "Recreation Services Program" as offered by the JDFEA

The Manager advised that a review is underway to research historical records on how the program was originally developed in order to understand the intention of the program and to create draft guidelines to ensure that the program is equitable to community members who access the program and to those that provide the services. A draft package will be prepared and brought back to the Commission for consideration over the next months. Part of the review and update will include a public call for interest in the Juan de Fuca communities.

b) Affidavit Requesting Waiver from Access to Water Requisition Ramsfield Subdivision

The Manager reviewed a request from the owner to the Ministry of Transportation and Infrastructure to waive the requirements of Section 75(1) of the *Land Title Act*.

This item is brought to the Commission to seek support of this request. Discussion ensued regarding the details of the request including location of the property and alternative accesses.

Emma Taylor, Planner with the Juan de Fuca Local Area Services division, joined the meeting. She provided an overview of the request and referenced a foreshore report from 2003.

It was noted that the decision-making process at the Commission level can be refined and developed moving forward in how information is provided to ensure that Commissioners can make informed decisions. Staff will endeavour to improve this process going forward.

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Bennett to support the proposed subdivision based on the information provided, and given that there are reasonable water accesses. **CARRIED**

8. Unfinished Business

a) **Friends of Coppermine Park Society – Picnic Shelter Proposal**

Discussed under staff news.

b) **Review of Recreation Contracts**

Discussed under new business.

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

No updates.

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

No updates.

e) **Port Renfrew Tourism Trail**

Discussed under staff news.

f) **Kemp Lake Infrastructure Improvement Proposal**

This project is on hold until potable water and funding are in place.

g) **Long Term Trail Program**

The current service plan runs until 2019. There will be opportunity during the development of the next four-year plan to look at opportunities for this plan to propose trail development and enhancements.

h) **Update on agreement for Friends of Eaglecrest Stewardship Agreement**

Discussed under staff news.

9. Next Meeting

February 20, 2018

10. Adjournment

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

The meeting adjourned at 4:18 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, February 27, 2018**

SUBJECT: Staff News

ISSUE: Information

Priest Cabin Park

The access gate to Cedar Coast Road has (will) be moved farther up the road to accommodate local resident access. This will also provide a better parking opportunity for the public who may wish access to Priest Cabin Park. (This was done under agreement of a local landowner and MOTi.) **Seagirt Ponds**

Community Works Fund Grant Application and BC Rural Dividend Grant – Port Renfrew Tourism Trail

All funding has been received at CRD for the Tourism Trail in Port Renfrew. Several issues have arisen regarding project implementation:

- Contract Policy dictates that three quotes must be gathered for projects that are \$10,000 or more. ITQ for the work (staircase and trail) were sent out February 12, 2018. The on-site viewing is scheduled for February 28, 2018.

Friends of Eaglecrest Park Society and other Society Agreements Insurance Concern

As requested at the last meeting I asked our Risk Management program if they would speak to the commission. They indicated that this was unlikely but did provide some background.

Advice from the Risk Management Branch at CRD has indicated that agreements with park societies can happen two ways (re-insurance):

1. *Negotiate an agreement with the society and the society must purchase liability insurance to conduct business/work within the park; or*
2. *No agreement is negotiated and society members must act as individual volunteers and would fall under the individual insurance program at CRD when conducting business/work within the park.*

Staffing Request 2018

Staffing requests have been approved for two seasonal park workers in the JD FEA. Interviews are taking place Feb. 22 and Mar. 12, 2018. Their term is planned to be approximately five months (May-September). A request for a rental vehicle has been submitted but no response has been received.

Seagirt Ponds

The Manager met with the Friends of Seagirt Ponds to discuss several topics of general interest and also to address their desire to install a memorial bench and information shelter. This work is intended to be completed in 2018.

Community Park Seasonal Outhouse Rental

A contract has been signed between CRD-JdFEA and Coast Environmental to provide outhouse services at three parks over the summer season. Same as 2017.

Port Renfrew Chamber of Commerce

The Port Renfrew Chamber of Commerce has been exploring moving their office out of the Port Renfrew Community Center. They are requesting 3 month extension to their rental agreement and possibly rent month by month until such time as they find another location or decide to stay at the Recreation Center.

Submitted by:	Don Closson, Manager, Parks and Recreation, Juan de Fuca Electoral Area
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