



Making a difference...together

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, February 27, 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. Volek, Recorder
ABSENT: P. Sloan, W. Vowles (Alternate Director)
PUBLIC: 0

The meeting was called to order at 3:02 p.m.

1. Approval of the Agenda

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

2. Adoption of the Minutes of January 30, 2018

MOVED by Commissioner Bennett, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of January 30, 2018, be adopted as amended. **CARRIED**

3. Chair's Report

None.

4. Director's Report

None

5. Staff Reports

a) Staff News

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. The Manager plans to hike ROW this spring to determine steepness and viability as public access.

A discussion ensued regarding the exact location of the gate and it was suggested that visual aids such as using the projector to display maps would be beneficial.

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.

Responses have been received for both Invitations to Quote. Quotes will be accepted until Friday, March 16, 2018 for the staircase and trail construction.

Friends of Eaglecrest Park Society and other Society Agreements

As requested at the last meeting, the Manager invited our Risk Management program to speak to the commission. Risk Management indicated that this was unlikely and requested the Manager to explain the current situation and the historical 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.*

The Manager advised that, in the past, volunteers were organised and coordinated and stewardship agreements were appropriate and societies were created. Insurance still did not cover stewardship agreements or societies. Presently, a group of like-minded individual volunteers (not societies) are covered.

Stewardship agreements may not be renewed. There are four agreements now with a five year term and each have varied end dates.

Societies are valid, for example, to lobby concerns, support within their community or to make grant applications.

A discussion ensued regarding “Friends of...” type of societies and the value of these groups to retain motivation and the preference to “Friends of...” groups versus individuals. A working agreement (not registered) would be beneficial to maintain the relationship between CRD and parks groups and to provide direction and leadership to the community groups.

The Manager is committed to meet with each group, review agreements and discuss values to find out their interests and move forward.

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 posting is closed now for the Park Works 5 position and interviews were held last week. Selection has been made, however, the successful candidate has not been notified yet. The Park Worker 2 interviews are scheduled for March 12th and we have received applications from several worthy candidates.

Seagirt Ponds Park

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. Funding is provided in part by the CRD and pay for bench installation only.

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. This is the same as last year. The three parks were identified as: William Simmons Memorial Park, Wrigglesworth Park and Fishboat Bay Park.

The price of the outhouse per park was requested by Commissioner Braunschweig. A question arose that if a park permit was issued to hold an event and an outhouse is required, can the applicant obtain the CRD rate for the outhouse rental? The Manager will follow up.

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 three 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.

The Chamber may decide to rent from the First Nations and other groups have expressed interest to the Manager of renting the Center; however, nothing is firm yet.

6. New Business

a) Shores Park in Jordan River

The Manager received information of an abandoned real estate trailer and was advised that the locals would like it removed. The Manager has contacted the parties involved and confirmed the desire to have it cleaned up. The Manager will follow-up at a later date.

b) Sign Standards and Park Bench Standards

Commissioner Croteau requested information be provided as per the Parks Strategic Plan to confirm whether standards exist for both signage and park benches. It appears there are two or three types of benches and some are donated.

The Manager explained that there are sign standards within the CRD and documents exist. JDF Electoral Area does not have the same rules and regulations as Regional Parks but suggested JDFA follow or reflect the same so that similar information is portrayed. The Manager is committed to sharing the information and explore and share at a future meeting.

The Manager explained that, presently, there is no bench program that provides standards or guidelines although, in the past, there was a committee working on a memorial bench program (at CRD Regional Parks) but it collapsed before a program was rolled out. The manager has provided unofficial guidelines for the Seagirt group.

A discussion ensued regarding past bench program and that a local contractor was hired who provided all wood benches at a reasonable cost. It was suggested that a maintenance policy be addressed. It was noted that other municipal areas were having issues with their bench donation program such as lengths of term, renewals and maintenance.

The Manager reminded the commission that JDF does not have year round park workers to provide the needed bench maintenance.

Commissioner Braunschweig will provide Coppermine kiosk information including price, costs and photos to the Manager.

Commissioner Croteau reconfirmed his request to the Manager for information on both the signage and the bench standards.

7. Unfinished Business

a) Friends of Coppermine Park Society – Picnic Shelter Proposal

Commissioner Braunschweig advises that the wood length measurements need to be confirmed before paying for any additional drawings. The location and setbacks for the shelter needs to be verified by locating the iron pins.

b) Priest Cabin Park

Discussed under staff news.

c) Community Works Fund Grant Application and BC Rural Dividend Grant - Port Renfrew Tourism Trail

Discussed under staff news.

d) Friends of Eaglecrest Park Society and other Society Agreements Insurance Concern

Discussed under staff news.

e) Staff Request 2018

Discussed under staff news.

f) Seagirt Ponds Park

Discussed under staff news.

g) Port Renfrew Chamber of Commerce

Discussed under staff news.

h) Recreation Services Program

The Manager advised of no update and will table at future meetings. Commissioner Kimmel requested clear guidelines and what makes it work as soon as possible as the program is confusing and cumbersome. A request for a committee to be set up was made. The Manager will bring information forward to the next meeting and a sub-committee can be struck.

The Manager reminded the Commission that travel expense and EFT forms are available.

8. Adjournment

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

The meeting adjourned at 3:55 p.m.

Louise Paterson, Chair

Joyce Volek, Recorder