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

Notice of Meeting on Tuesday, **April 24, 2018 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 March 27, 2018
3. Chair's Report
4. Director's Report
5. Staff Reports
  - a) Staff News
6. New Business
  - a) CRD Parks Website-proposed improvement recommendations
  - b) Friends of Coppermine Grants-In-Aid-followup discussion
  - c) Elrose Park-repurpose and disposal options
  - d) Planner Presentation-zoning & future development information
  - e) Possible New Commissioner-split Jordan River and Shirley discussion
7. Unfinished Business
  - a) Recreation Services Program update
  - b) Proposed Skateboard Park for Port Renfrew
  - c) Relocation of Mount Matheson Connector Trail
  - d) Friends of Coppermine Park Society–Picnic Shelter Proposal
  - e) Port Renfrew Tourism Trail
  - f) Memorial Bench Discussion
8. Next Meeting: May 22, 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, March 27, 2018 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, M. Kimmel,  
P. Sloan  
**Staff:** D. Closson, Manager, Juan de Fuca Parks and Recreation,  
J. Volek, Recorder  
**ABSENT:** B. Croteau, W. Vowles (Alternate Director)  
**PUBLIC:** 0

The meeting was called to order at 3:05 p.m.

**1. Approval of the Agenda**

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

**2. Adoption of the Minutes of February 27, 2018**

**MOVED** by Commissioner Sloan, **SECONDED** by Commissioner Jorna that the minutes from the meeting of February 27, 2018 be adopted as amended. **CARRIED**

**3. Chair's Report**

The Chair stated she is aware of the abandoned trailer in The Shores Community Park.

**4. Director's Report**

None.

The Parks and Recreation Manager advised that the Alternate Chair had an emergency arise and could not attend as planned.

**5. Staff Reports**

**a) Staff News**

**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. Quotes are due March 30, 2018 for the Staircase and Gravel Trail. At that time, it will be determined if the budget is adequate for the project. All funding has been received from the Rural Dividend Grant Program. One quote has been received for the staircase project and several quotes are anticipated for the gravel trail project.

**Working with residents at Jordan River on "The Shores Community Park"**

The Parks Manager met with Wayne Jackaman to discuss the removal of a "Real Estate Trailer" that has been abandoned and is in very bad shape. It is located by West Coast Road in The Shores Community Park. There has been \$2,500 identified to clean up the trailer and dispose of it. The Parks Manager contacted the realtor who advised that the development company had gone bankrupt and the bank took over. A removal quote has been requested. A discussion ensued regarding mold concerns and how to transport the trailer.

**Friends of Coppermine Park Society- Picnic Shelter Proposal**

Information has been exchanged between the Friends of Coppermine Society and the Parks Manager regarding the size and amount of cedar available at the office yard for this project.

Commissioner Braunschweig read aloud a letter from the Friends of Coppermine Park Society addressed to the Juan de Fuca Parks and Recreation Manager and a copy was given to the Chair. In summary, the Commissioner stated that the letter provided background information where the Society requested a log to be donated for the proposed picnic shelter in 2014. It was then discovered that there were property line issues and the location of the picnic shelter needed to be re-assessed. In 2017, the Society stated they would donate \$5,000, however, the additional costs now required had not been budgeted for. The Society has yet to receive a response to their grant-in-aid application made in November 2017 and requested a status update of their application before making the \$5,000 donation commitment. Commissioner Braunschweig also received building information from Building Inspection staff.

**Staffing Request 2018**

The two staff who have been hired as seasonal park workers in the JD FEA are Janice Hain and Troy Venoit and they are eager to start their term which is approximately five months (May 07-September 28). Two vehicles are available for the park workers.

**Rental Truck 2018**

A CRD truck has been arranged through "Fleet Services" for the duration of the seasonal park workers' employment in the JD FEA.

**Trowell and Trimmer Contract – Coppermine Park**

Trowell and Trimmer have been hired as an independent contractor for six months to conduct the mowing and trimming at Coppermine Park. The rate(s) will be the same as 2017.

**Wigglesworth Caretaker Contract**

There is an existing 2017 contract which expires in December 2018 and the contractor will continue the same service. This will provide caretaker provisions at Wigglesworth Community Park for the months May thru September, 2018.

**Elrose Park Vandalism**

The RCMP have decided not to file charges against the person responsible for damage at Elrose Park ball field but they did not provide further details or the reasons why. The Parks Manager will contact CRD Bylaw Enforcement for potential action. A quote will be requested for repairs for negotiation purposes and eventual repair.

The possibility of selling part of Elrose Park was raised since the ballpark is not being used as a ballpark. The Manager will investigate the options of possible park disposal to use funds elsewhere.

Commissioner Braunschweig suggested two more rocks to be placed at Coppermine Park access following the golf cart incident.

It was also suggested a possible community hall may serve as a better option than a ball field for Elrose Park since the park is on a hill. A request was made for further discussion to be on the next agenda.

**6. New Business**

**a) Recreation Services Program**

The Manager explained that Schedule H is now attached to the Recreation Services package and it is a full document. The front page displays questions to consider and there is a call for a committee to come forward to provide a draft of how this program should be delivered and used by those. The Manager provided an overview of how the Recreation Services program is presently being managed with annual contracts. It was suggested that three or four year contracts may be less onerous and addendums could be used for future fee increases. An advertising call out to the JDF electoral area residents to determine if there is any interest in providing a program service(s) may be beneficial in the future.

It was suggested that an acknowledgement of the tax money being used for these programs is to be included. Recreation should be a wider scope to include hiking programs. The Friends of ...Societies may have parks programs to include which could run together or as two different programs. Some confusion exists between Juan de Fuca, SEAPARC and CRD services.

Commissioners' Kimmel, Braunschweig and Jorna and Parks Manager Closson put their names forward to sit on the Recreation Services Program Committee.

The Manager advised he will share information by group email for further discussions. The implementation goal for the reviewed Recreation Services program is 2019.

**b) Port Renfrew Recreation Center**

The Manager provided historical information regarding past Song and Surf events held at the Center in February including the event's successes and issues of concern. The permit was reviewed with their application and additional obligations will be placed on the organization for future events. Anne is a local person who acts as a coordinator for the Center by handing out the building keys when requested, provides help to electoral area to manage the building, etc. The Song and Surf organizers have permission to hold the event next year. The Manager will conduct pre and post inspections for this event to ensure walls are repaired, the floor is covered during the event and to hold a stricter regime than in the past. This will formalize the permit process and respect the community.

**c) Proposed Skateboard Park in Port Renfrew**

The Manager advised that the Director of JdFEA found two ways to fund the proposal. This park will not be one with concrete and drainage but an investigation is currently underway. For the interim, modular ramps and modular rails will be purchased and they will be placed in one of the tennis courts. There is commitment from a local salmon derby event and support from SEAPARC and gas tax funds may be used. An update will be provided sometime in the future.

**d) Relocation of the Mount Matheson Connector Trail**

The fifty metre short trail is located on top of Mount Matheson and joins the Matheson Lake Regional Park. The vision is for the trail to connect with the subdivision on the other side of the hill. The Parks Manager advised the trail was not built in the correct location in the road right-of-way and is off by approximately ten feet and presently located on private property. The Manager is working together with the JdFEA Planning staff to relocate the trail appropriately.

**e) Port Renfrew Stipend**

As discussed under earlier, Anne acts as a coordinator for the Port Renfrew Center and JdFEA Parks and Recreation and has not been paid in the past. It was suggested to formalize the relationship and show our appreciation by providing an annual stipend.

**MOVED** by Commissioner Jorna and **SECONDED** by Commissioner Braunschweig to provide an annual stipend of \$1,000.

**f) The Shores Parkland**

The Manager stated a suggestion by Wayne Jackaman to use the trailer property for Jordan River recreation, however, concerns of danger with the close proximity of the road and creek were raised. The trail is closed and the bridges are in disrepair. A need for a recreation park in Jordan River was confirmed as one hundred new residents are moving in the area. Stairs would make it accessible for children and families. A discussion ensued regarding other possible properties for recreation opportunities in Jordan River. The Manager proposes to identify this need in the Service Plan. A request for a presentation to the Commission be made by planning staff to address zoning and development information at a future commission meeting.

**7. Unfinished Business**

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

Discussed under staff news. Commissioner Braunschweig provided background information and the Manager advised he is waiting for engineered drawings. A site visit is intended and the Manager will report back.

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

Discussed under staff news. Invitation to Quotes are closed and formal contracts will be made with successful tenders. A field trip is planned in the future.

**c) Staffing for PW2 and PW5 for 2018**

Discussed under staff news.

**d) Memorial Bench discussion**

A discussion ensued regarding whether to formalise the bench program in JdFEA or to continue on as is. No application form presently exists; only verbal requests are received. A review of the JdFEA Parks website and recommendations how to improve website will be on the next agenda. Plaques could be considered on existing park furniture.

**8. Adjournment**

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

The meeting adjourned at 4:28 p.m.

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Louise Paterson, Chair

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Joyce Volek, Recorder



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**STAFF REPORT TO THE  
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION  
MEETING OF TUESDAY, April 24, 2018**

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**SUBJECT:** Staff News

**ISSUE:** Information

**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. Quotes have been received and contracts are out for signing. The first pre-work site meeting was held April 17, 2018 with the gravel trail contractor, Richwood Contracting from Mill Bay. The successful staircase contractor was Kinsol Timber from Shawinigan Lake. The project quotes were higher than originally budgeted but there appears to be enough room in the overall budget to complete the project.

**Working with residents at Jordan River on “The Shores Community Park”**

No identifiable progress has been made on getting the trailer moved from the location at The Shores Community Park. I will continue to work with the parties involved to reach an agreeable resolution.

**Friends of Coppermine Park Society- Picnic Shelter Proposal**

When following up on the request to see what happened to the Grant-in-Aid (GIA) request, it was discovered that the GIA request was never forwarded to the Area Director for decision when submitted last November. The request was submitted to the Director and he suggested that funding would be better allocated from gas tax funding under the Community Works Fund (CWF). The Director also suggested that the Manager try and bring this project in-house. I have made application under the CWF for \$10,000 to help get this project completed. If successful, the \$10,000 plus the \$5,000 from the Friends of Coppermine Park and the donated wood from the trees taken down at the Fire hall property should help get this project done.

**Staffing Request 2018**

The two staff hired for the summer maintenance program start work on May 07, 2018. Janis Hain (PW5) and Torrie Venoit (PW2).

**Mount Matheson Connector Trail**

I met with the local landowner (the person building a house) adjacent to the right-of-way at Mount Matheson and discussed the need to relocate the trail as soon as possible. We walked the appropriate location for the trail and we were in agreement with hanging some temporary flagging until such time as the trail can be physically moved (reconstructed).

**Port Renfrew – Skateboard Park**

A risk analyses was received from our Risk Assessment program which indicates that having any form of skateboard park, in-ground or modular, presents some significant challenges when it comes to maintenance and inspection requirements. The resources required to operate this proposed facility make it extremely unlikely that the JdFEA will continue to pursue this type of recreation infrastructure. It has been proposed that perhaps a “pump track” for bicycles might be more appropriate; this is also being investigated but is in early stages.

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