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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **May 22, 2018 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 April 24, 2018
3. Chair's Report
4. Director's Report
5. Staff Reports
 - a) Staff News
6. New Business
 - a) 2018-2019 Fees and Charges Bylaw
 - b) Installation of an Electric Vehicle Charging Station at Port Renfrew
7. Unfinished Business
 - a) Recreation Services Program update
 - b) Proposed Skateboard Park for Port Renfrew – Community Input
 - 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/Installation
 - g) CRD Parks Website-proposed improvement recommendations
 - h) Friends of Coppermine CWF-followup discussion
 - i) Planner Presentation-zoning & future development information-deferred to next meeting
 - j) Possible New Commissioner-split Jordan River and Shirley discussion
8. Next Meeting: June 26, 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, April 24, 2018 at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

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

The meeting was called to order at 3:03 p.m.

1. Approval of the Agenda

MOVED by Commissioner Kimmel, **SECONDED** by Commissioner Bennett that the agenda be approved as amended by adding under New Business: f) Easter Egg Hunt. **CARRIED**

2. Adoption of the Minutes of March 27, 2018

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

3. Chair's Report

The Acting Chair stated that Commissioner Paterson was not feeling well and conveyed her apologies. Staff advised that this was the first meeting Commissioner Paterson has missed in twenty years.

4. Director's Report

None.

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 have been received and one contract is still 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. The gravel trail work will commence April 30th and the estimated completion date is July 15th. The Pacheetdaht First Nation will be onsite during the excavation for approximately three to four days. The First Nation does charge a day rate and their flagging crew will also be used.

The staircase contract has gone to head office for review before signing off. The staircase will be built modularly then trucked and assembled onsite. Once the engineered drawings are received, the wood can be purchased.

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. Staff have received an email and found a contractor to do the work. Hazardous material sampling will be conducted with a report forthcoming. It was reiterated that \$2500 is available to assist with costs.

Friends of Coppermine Park Society- Picnic Shelter Proposal

When following up on the Grant-in-Aid (GIA) request submitted last November, it was discovered that the GIA request was never forwarded to the Area Director for decision. The request has been 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. Staff 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. Preliminary discussions have taken place with a construction service provider, John Payne, who will provide a quote. For quoting purposes, William Simmons Memorial Park shelter drawings will be used. Commissioner Braunschweig will submit the shelter construction drawings to the Parks and Recreation Manager.

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). The Parks and Recreation Manager advises he will be away on vacation next week, away for training from May 7th to 11th and will not be available for much direction. Ms. Hain has been a Juan de Fuca parks employee for several terms and is familiar with the park work required. The Parks and Recreation Manager will meet with Ms. Hain tomorrow.

Mount Matheson Connector Trail

Staff met with the local landowner who is building a house adjacent to the right-of-way at Mount Matheson and discussed the need to relocate the trail as soon as possible. They walked the appropriate location for the trail and were in agreement with hanging some temporary flagging until such time as the trail can be physically moved (reconstructed). Staff noted that a few phone complaints were received regarding trespassing and burning of scrap wood.

Port Renfrew – Skateboard Park

A risk analysis was received from our Risk Assessment program which indicates that having any form of a 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 and is being reviewed by Risk Assessment. An explanation of what a pump track is was provided.

Commissioner Croteau advised that Port Renfrew community members wish to be asked for their ideas for recreation to enhance the Port Renfrew area which is not necessarily a skate board park. Staff suggested that possibly Commissioner Croteau, Director Hicks

and staff could call for a community meeting to obtain some fresh ideas. The location of the proposed skateboard park was confirmed as the former tennis court site.

Staff provided some background information that the SEAPARC tax base was in part paid by Port Renfrew community members. Due to the lengthy travel distance involved, SEAPARC is not well supported by those community members and that the preference is for those monies to stay in the Port Renfrew community. SEAPARC and developer support could be used for a recreation project. Staff will send an email to set up a meeting with Commissioner Croteau and Director Hicks to obtain a clear understanding of the project proposal.

6. New Business

a) CRD Parks Website-proposed improvement recommendations

Staff advised that the website has had some recent updates to provide more accurate information. A request was made to post actual park photos of each individual park as presently, only generic park photos are displayed. It was suggested that the Recreation Services program needs improved representation on the website.

b) Friends of Coppermine Grants-In-Aid-follow up

Discussed under staff news.

c) Elrose Park-repurpose and disposal options

Staff discussed Elrose Park with Property Services at the Fisgard office and was informed that the CRD can only dispose of park property if the residents and the CRD Regional Board approve, or that the Alternate Approval Process (AAP) can be used. The AAP has been done in the past and it was noted that there are costs involved for disposal of property. A discussion ensued regarding Elrose Park enhancements, vandalism, zoning questions and items to be considered for the next Service Plan.

d) Planner Presentation-zoning and future development information

Staff advised that the JdF Planning department is willing to make a presentation at a future meeting and Commissioners were requested to bring their questions. If there are specific questions, please advise staff in advance so that the information can be included in the presentation.

It was suggested the presentation be made at the June 26th commission meeting.

e) Possible New Commissioner-split Jordan River and Shirley discussion

Staff referred to Bylaw No. 3763 handout which explains how commissions work. Commissioner Kimmel provided an explanation for representation concerns for the Jordan River area. A discussion ensued regarding process and impacts of additional representation on the commission. Staff will investigate the legal aspect and suggested the commissioners to review the bylaw.

f) Easter Egg Hunt

Commissioner Braunschweig read aloud a thank you email sent by the Friends of Coppermine Park Society to the Parks and Recreation Manager. The email stated that the Easter Egg Hunt event was extremely successful and very well attended with 100 breakfasts served and 70 children in attendance. The Society expressed their appreciation to the Juan de Fuca Parks and Recreation for their support to hold this event.

The Society extended an invitation to the Commission and the Parks Manager to tour a park or two with the Society.

7. Unfinished Business

a) Recreation Services Program Update

Staff advised an email was sent to the committee members with dates to keep on track with the review of this program.

b) Proposed Skateboard Park for Port Renfrew

Discussed under staff news.

c) Relocation of Mount Matheson Connector Trail

Discussed under staff news.

d) Friends of Coppermine Park Society-Picnic Shelter Proposal

Discussed under staff news.

e) Port Renfrew Tourism Trail

Discussed under staff news.

f) Memorial Bench Discussion

Staff confirmed that there was no desire to create a memorial bench program and that the Parks Manager has discretion when reviewing individual requests for memorial benches. It was suggested that brass not be used for plaques to avoid risk of theft. A preference for native memorial trees was noted. It was decided that the Commission would like to be advised of all bench donation requests received for their comment and feedback.

8. Adjournment

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

The meeting adjourned at 4:16 p.m.

Sid Jorna, Acting Chair

Joyce Volek, Recorder



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**STAFF REPORT TO THE
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION
MEETING OF TUESDAY, May 22, 2018**

SUBJECT: Staff News

ISSUE: Information

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

The gravel portion of the Port Renfrew Community Trail has been completed. The bollards and split-rail fencing will be completed by May 22, 2018. The staircase portion of the community trail has a signed contract but no work has started to date on the ground. I expect to receive the engineered design drawings any time and can place an order for the wood required. The staircase will be built in modular sections and then assembled onsite.

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

Some 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 deal with hazardous materials determination and eventual removal. Some discussion has proceeded in regards to establishing a playground at the site, many moving pieces at this time and nothing definitive.

Friends of Coppermine Park Society- Picnic Shelter Proposal

The request for gas tax funding under the Community Works Fund (CWF) has happened; they currently are being considered by internal parties.

Staffing Request 2018

The two staff hired for the summer maintenance program started work on May 07, 2018. I have been in the field with them a couple of times and they have visited almost all parks with any infrastructure.

Mount Matheson Connector Trail

I took my staff up to the trail location and explained what changes need to happen. We walked the appropriate location for the trail and determined where the trail should be. Work on relocating the trail should be completed by May 31, 2018. The public will now know the exact route to take.

Port Renfrew – Skateboard Park

This initiative has not moved forward and due to significant “liability issues” will not likely proceed. The pump-track idea has also fallen out of favour and will not likely be built.

Seagirt Ponds Community Park

A memorial bench has been installed at Seagirt Ponds and the JdFEA operations staff will assist in getting it on a concrete pad.

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