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JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **June 26, 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 May 22, 2018
3. Chair's Report
4. Director's Report
5. Delegation
 - a) Local Area Planning – Planning 101 Presentation
6. Staff Reports
 - a) Staff News
7. New Business
 - a) Possible Strike by CUPE at CRD
 - b) Painting of the Port Renfrew Community Hall
 - c) Summer Appreciation Picnic (Possible Date of August 8, 2018)
 - d) Possible Port Renfrew Trip to Visit the Tourism Trail, Community Hall and Lunch (September 12, 2018)
8. Unfinished Business
 - a) Recreation Services Program Update
 - b) Relocation of Mount Matheson Connector Trail
 - c) Friends of Coppermine Park Society – Picnic Shelter Proposal – Community Works Fund Update
 - d) Port Renfrew Tourism Trail
 - e) Memorial Bench Discussion/Installation
 - f) CRD Parks Website - Proposed Improvement Recommendations
 - g) Possible New Commissioner - Split Jordan River and Shirley Discussion
 - h) Installation of an Electric Vehicle Charging Station at Port Renfrew
 - i) 2018-2019 Fees and Charges Bylaw
9. Next Meeting: September 25, 2018
10. Adjournment



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, May 22, 2018 at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

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

The meeting was called to order at 3:01 p.m.

1. Approval of the Agenda

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

2. Adoption of the Minutes of April 24, 2018

MOVED by Commissioner Croteau, **SECONDED** by Commissioner Bennett that the minutes from the meeting of April 24, 2018 be adopted. **CARRIED**

3. Chair's Report

None.

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

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. The engineered design drawings are expected at any time and then an order for the wood required can be placed. 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”. Work will continue with the parties involved to deal with hazardous materials determination and eventual removal. There has been some discussion in regards to establishing a playground at the site. HL Demolition and Waste Management has been contracted. The trailer and site will be cleaned up.

Friends of Coppermine Park Society- Picnic Shelter Proposal

Gas tax funding under the Community Works Fund (CWF) has been requested and is currently being considered by internal parties.

Staffing Request 2018

The two staff hired for the summer maintenance program started work on May 7, 2018 and the Parks and Recreation Manager has been in the field with staff a couple of times and have visited almost all parks with any infrastructure. Presently, the lawn mower is broken down and are looking for a replacement. The Parks Manager advised that it is great to have the two parks staff on board.

Mount Matheson Connector Trail

Staff walked to the trail location and explained what changes need to happen and determined the appropriate location where the trail should be. Work on relocating the trail should be completed by May 31, 2018. The trail will be pinned as there is some confusion as to where the trail should be. 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.

6. New Business

a) 2018-2019 Fees and Charges Bylaw

The Parks and Recreation Manager requested that a motion be made by the Commission that there is no anticipated fees and charges increase for this year that would go forward to the CRD Regional Board for discussion.

MOVED by Commissioner Kimmel, **SECONDED** by Commissioner Gaston that there is no change to our fees and charges this year. **CARRIED**

b) Installation of an Electric Vehicle Charging Station at Port Renfrew

Staff advised that an EV station was being considered in Port Renfrew which has an associated cost. This would be beneficial for tourists and those travelling along the Pacific Marine route and it was noted that the CRD does support green initiatives. The Ministry of Transportation and Infrastructure has come forward and will install the EV station at their cost providing the CRD will cover the hydro costs. A lease will be negotiated for the EV station and staff will provide more information when available. Commissioner Croteau noted that a new gas station has recently opened by the Pacheedaht First Nations. Staff noted that the Chamber of Commerce is also setting up a kiosk in Port Renfrew.

7. Unfinished Business

a) Recreation Services Program Update

Staff advised there has not been a lot of progress due to vacation and training absences. Feedback has been received after a reminder email was sent. Staff advised that the information will be collated, then shared and there is a possibility to hold a meeting after to determine the next step.

b) Proposed Skateboard Park for Port Renfrew

Staff advised that discussion with Director Hicks confirmed that the proposed skateboard park or pump track were some ideas to possibly act on and that there was some interest, some funding but nothing formal. If Commissioner Croteau felt there is community interest for an impromptu meeting to discuss recreational services, there is willingness to hold a meeting. Commissioner Croteau advised that the skateboard park idea originated in the Rural Observer publication. Staff confirmed the skateboard park idea is no longer feasible due to the risk management assessment.

c) Relocation of Mount Matheson Connector Trail

Staff presented a short slide presentation to display the map of the trail, park and location of the right of way. It was noted that telespars and boundary markers will be installed to identify the correct trail path.

d) Friends of Coppermine Park Society-Picnic Shelter Proposal

Staff presented a short slide presentation to display drawings of the proposed shelter similar to William Simmons Memorial Park shelter. The proposed size will be 24' by 16' at an approximate cost of \$25,000. It was noted that a geotech professional is required and a supervisor will be onsite.

e) Port Renfrew Tourism Trail

Staff presented a short slide presentation of photos displaying various views of trail work in progress including views of the trail to and from the beach and the proposed staircase location between Beach Camp and the Development. Signage has not been installed yet.

f) Memorial Bench Discussion

The memorial bench is installed and will need to be placed on concrete pads. The memorial bench was requested by Richard Snyder in memory of two of his family members.

g) CRD Parks Website-Proposed Improvement Recommendations

Staff advised that IT provided approval to 'jazz up' the JDF Parks website and to submit any park photos to share online. Photos and maps will be uploaded to the site.

h) Friends of Coppermine CWF-Follow Up Discussion

Discussed under staff news.

i) Planner Presentation-Zoning & Future Development Information-Deferred to Next Meeting

As two commissioners were going to be absent, the planner presentation was postponed to a future meeting. A 'Planning 101' was requested and the planners are happy to make a presentation to the Commission and share new updates. Up to 40 or 45 minutes is expected for the presentation – please bring any planning questions.

j) Possible New Commissioner-Split Jordan River and Shirley Discussion

Currently, only one commissioner represents both areas and there is a growing number of residents residing in Jordan River. Bylaw No. 3763 permits nine member positions and the Director position on the Parks Advisory Commission and a representation breakdown by area was provided. Commissioner Kimmel suggested to perhaps have a look at

repetitive terms which was commonly done. Presently, two consecutive two year terms are permitted with the Director's discretion to extend beyond that. A discussion ensued and it was determined one member position is open as only eight member positions were presently occupied. It was suggested that the Director can appoint someone to be a member at large for the Jordan River area indirectly rather than make a change to the bylaw right now. Staff will investigate and report back to the Commission. The Chair requested a copy of the bylaw to be sent to her.

8. Next Meeting: June 26, 2018

The Chair advised that normally no meetings are held in July or August with the Commission commencing again in September. A summer potluck BBQ is usually held about mid-August at William Simmons Memorial Park and includes inviting the two JDF park workers. A request was made for this item to be added to the June agenda.

The Parks Manager proposed a road trip to Port Renfrew once the trail was completed, preferably with all Commissioners travelling in one vehicle. Parks Manager will advise the date when known.

9. Adjournment

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

The meeting adjourned at 4:00 p.m.

Louise Patterson, 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, JUNE 26, 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 staircase portion of the community trail has a signed contract and the yellow cedar has been ordered from Queesto Forest Products in Jordan River. Queesto is jointly owned by private interests and the Pacheedaht First Nation. I have received the engineered design drawings have been received and construction will begin when the wood has been delivered to Kinsol Timber Products in Shawnigan Lake. 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. Progress has been held up due to the need to have archeological work done on the old residences to be demolished at Jordan River as our work is tied to that contract.

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. No update.

Mount Matheson Connector Trail

Work has been ongoing to relocate the trail and progress has gone well; the work should be completed by July 15, 2018.

Port Renfrew Electric Vehicle Charging Station

On Monday, June 18, the Manager visited the Port Renfrew Community Hall with the Ministry of Transportation and Colin Commander from Northern Engineering out of Vancouver (the contractor hired to do the installation). A suitable location for the unit was selected and the lease is currently under finalization at CRD Real Estate program.

Lawnmower Issues

The JdFEA riding lawnmower has been experiencing major breakdowns. The machine has been repaired but the Manager will be investigating replacing the machine, depending on performance.

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