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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, June 26, 2018 at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: L. Paterson (Chair), V. Braunschweig, B. Croteau, J. Gaston, S. Jorna, M. Kimmel,
P. Sloan
Staff: D. Closson, Manager, Juan de Fuca Parks and Recreation;
W. Miller, Recorder
ABSENT: C. Bennett, W. Vowles (Alternate Director)
PUBLIC: 2

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

1. Approval of the Agenda

The following addition was made to the agenda:

- 7. New Business
 - e) Petrel Drive Trail

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

2. Adoption of the Minutes of May 22, 2018

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Croteau that the minutes from the meeting of May 22, 2018 be adopted. **CARRIED**

3. Chair's Report

None.

4. Director's Report

None.

5. Delegation

a) Local Area Planning – Planning 101 Presentation

Emma Taylor spoke to a PowerPoint presentation overviewing the Commission's role, reporting structure as an advisory body to the CRD Board, and the legislation and bylaws supporting the Commission's authority as granted by the Commission's bylaw, Bylaw No. 3763. It was confirmed that Bylaw No. 3763 delegates to the Commission advisory powers with respect to the development, maintenance and operation of community parks.

Emma Taylor reported that:

- the *Local Government Act (LGA)* grants Regional Districts the power to control parks dedicated by subdivision and the power to exchange or dispose of park land
- the CRD's Regional Growth Strategy (RGS), Bylaw No. 4017, provides objectives related to parks and natural areas
- the objectives of the RGS are supported by the communities' Official Community Plan (OCP) bylaws

- OCPs must include statements and map designations for present and proposed parks
- OCPs also provide for the protection of the natural environment through the designation of development permit areas

Emma Taylor outlined the opportunities for park dedication and other tenure options supporting public access to land including:

- the provision of 5% park land or payment in lieu of park land dedication as part of a subdivision application (Section 510 of the *LGA*)
- density bonus and amenity contributions as part of a rezoning application (Section 482 of the *LGA*)
- statutory rights of way as provided through the *Land Title Act (LTA)*
- access to water (Section 75 of the *LTA* - requirements for subdivision and Section 9 of the *Bare Land Strata Regulation*)
- License of Occupation as provided through the Memorandum of Agreement on Access to Water between the CRD and the Ministry of Transportation and Infrastructure

Commission comments included:

- support for visiting Kaulitz Park as part of the proposed site visit to Port Renfrew
- support for the OCPS having stronger park acquisition statements
- support for greater interaction with developers regarding park dedication/public access opportunities as was done in past
- confirmation of outstanding park dedication/cash in lieu of park land dedication

Emma Taylor responded to questions from the Commission stating that:

- the new Official Community Plan for East Sooke, Bylaw No. 4000, and the new Official Community Plan for Shirley – Jordan River, Bylaw No. 4001, include stronger language for park acquisition/public access opportunities without compromising private property interests
- it is anticipated that the CRD Board will adopt Bylaw No. 4000 and 4001 at its July 11, 2018 meeting
- Bylaw No. 4000 and 4001 support policies for providing an alternative to building stratas (4 on 10) to facilitate rezoning and subdivision to create fee simple lots
- rezoning and subdivision of a building strata could trigger the requirement for park dedication/cash in lieu of park dedication
- it would be within the Commission's mandate to consider moving a historical building onto park land
- there has been a shift in the type of development applications being received
- due to this shift, the requirement for 5% park dedication has decreased

Don Closson confirmed that Commission's Community Parks Strategic Plan (CPSP) supports the objectives of the OCPs and that the CPSP is the guiding document for opportunities to provide insight and visioning for park dedication. Don Closson confirmed that he can discuss opportunities for greater involvement with developers with the Planning division.

6. 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 staircase portion of the community trail has a signed contract and yellow cedar has been ordered from Queesto Forest Products in Jordan River. 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.

Don Closson responded to a question from the Commission advising that yellow cedar was selected as it lasts longer than red cedar.

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

Progress to remove the trailer from the park has been delayed due to the need to have archeological work done on the old residences to be demolished at Jordan River. The contract work at the park is tied to the contract work at Jordan River.

Friends of Coppermine Park Society- Picnic Shelter Proposal

The request for gas tax funding under the Community Works Fund (CWF) has been approved by Director Hicks. The application has been forwarded to CRD Finance.

Commission comment was forwarded supporting use of volunteers to lower the cost of the project.

Don Closson reported that the project is estimated to cost \$15,000 with \$10,000 coming from the CWF and \$5,000 coming from the Friends of Coppermine Park Society. It was advised there may be opportunity to utilize staff from Regional Parks and to utilize funds from the operational budget, if required. It was reported that the need for volunteers is not known at this time. Should volunteers be needed, a project supervisor will be required to oversee the volunteers. Volunteers will be reviewed on the basis of merit.

Mount Matheson Connector Trail

It is anticipated that work to relocate the trail will be completed today.

Port Renfrew Electric Vehicle Charging Station

Don Closson reported that he visited the Port Renfrew Community Centre with the Ministry of Transportation and Infrastructure and the installation contractor, Northern Engineering. A suitable location for the unit was selected and the lease is currently under finalization at CRD Real Estate program.

A Commissioner stated that it is understood that BC Hydro is covering the hydro costs associated with the charging station.

Lawnmower Issues

The lawnmower has been repaired.

7. New Business

a) Possible Strike By CUPE at CRD

Don Closson reported that CUPE 1978 has voted in favour of a strike. Mediation has not been successful. Essential service levels are now being reviewed by the BC Labour Relations Board. The definition of essential services must occur before any notice of labour action can be served.

b) Painting of the Port Renfrew Community Hall

A contractor has been hired. Wall repair and painting to be done on July 9 or July 10.

c) Summer Appreciation Picnic

Staff to follow up with Commissioners to confirm the date of August 8.

d) Possible Port Renfrew Trip to Visit the Tourism Trail, Community Hall and Lunch

Staff to follow up with Commissioners to confirm the date of September 12.

e) Petrel Drive Trail

A Commissioner stated that a property owner has reported that trail users have been trespassing over adjacent private property. To discourage trespassing, the property owner has requested that work be done on the trail from Petrel Drive through the Ministry of Transportation and Infrastructure statutory right of way to the beach portion of The Shores Community Park. It was further stated that the adjacent property owner has not stated issue with parking at the Petrel Drive cul-de-sac but it is understood that there has been ongoing issues with camping and camp fires.

Don Closson advised that construction of a formal trail is identified as an initiative for 2019 in the Commission's Service Plan. A project plan will need to be presented to the community to determine support.

8. Unfinished Business

a) Recreation Services Program Update

The working group will be meeting on July 6. Updates will continue to be reported back to the Commission.

b) Relocation of Mount Matheson Connector Trail

Discussed under Staff News.

c) Friends of Coppermine Park Society-Picnic Shelter Proposal

Discussed under Staff News.

d) Port Renfrew Tourism Trail

Discussed under Staff News.

e) Memorial Bench Discussion

Information on the memorial bench program will remain posted on the website. The memorial bench as requested by Richard Snyder in memory of two of his family members needs to be placed on concrete pads.

f) CRD Parks Website-Proposed Improvement Recommendations

Don Closson advised that he will follow up with Commissioners to request submission of photos for upload to the site.

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

Further to discussion at the May meeting, it was clarified that the Commission membership complement is full.

Don Closson reported that Jordan River community members are welcome to address the Commission and that community members interested on sitting on the Commission can forward interest directly to Director Hicks.

Commissioners reiterated support for having one member position to represent Shirley and one member position to represent Jordan River.

MOVED by Commissioner Kimmel, **SECONDED** by Commissioner Braunschweig that Bylaw No. 3763 be amended to have one member position to represent Shirley and one member position to represent Jordan River. **CARRIED**

h) Installation of An Electric Vehicle Charging Station at Port Renfrew

Commission discussion ensued regarding the Commission's responsibility for the operation and maintenance of the Community Centre and the decision to install a charging station at the Community Centre. Support was forwarded for the community of Port Renfrew being given the opportunity to oversee its own infrastructure.

Don Closson reported that, at this time, the Community Centre is generating revenue.

i) 2018-2019 Fees and Charges Bylaw

Staff to circulate the bylaw to Commissioners. Item struck from Old Business.

9. Next Meeting: September 25, 2018

10. Adjournment

The meeting adjourned at 4:58 p.m.

Louise Patterson, Chair

Wendy Miller, Recorder