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**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, May 28, 2019 at the Juan de Fuca Local Area Services Building,  
3 – 7450 Butler Road, Otter Point, BC**

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**PRESENT:** S. Jorna (Chair), C. Bennett, V. Braunschweig, B. Croteau, J. Gaston, A. Marchand, A. Sielopp  
**Staff:** D. Closson, Manager, Juan de Fuca Parks and Recreation; W. Miller, Recorder  
**ABSENT:** Director M. Hicks, P. Sloan  
**PUBLIC:** 0

The meeting was called to order at 3:03 pm

**1. Approval of the Agenda**

**MOVED** by Commissioner Sielopp, **SECONDED** by Commissioner Gaston that the agenda be approved, as amended, to add correspondence from Loretta Rose Deutscher.

**CARRIED**

**2. Adoption of the Minutes of March 26, 2019**

**MOVED** by Commissioner Croteau, **SECONDED** by Commissioner Bennett that the minutes from the meeting of March 26, 2019, be adopted.

**CARRIED**

**3. Chair's Report**

None.

**4. Director's Report**

None.

Commissioner Braunschweig and Commissioner Marchand entered the meeting at 3:08 pm.

**5. Correspondence**

**a) Loretta Rose Deutscher – Commission Program Support**

**MOVED** by Commissioner Croteau, **SECONDED** by Commissioner Bennett that the Commission receive the correspondence from Loretta Rose Deutscher thanking the Commission for continuing to support individuals who provide exercise programs at an affordable rate.

**CARRIED**

**6. Staff Reports**

**a) Staff News**

**Recreation Program Funding Support – Moving Into Wellness**

Further to the letter received from Loretta Rose Deutscher, Don Closson reported that assistance of \$200 has been allocated to support continuation of the Moving Into Wellness program from May 9 to June 27. Due to program interest, it is anticipated that a further request for assistance will be submitted.

**Subdivision Application SU000699/SU000700 - Lot 2, Section 97, Sooke District, Plan 15036 (6400 Block East Sooke Road)**

It was reported that at its meeting of May 21, 2019, the Juan de Fuca Land Use Committee supported the Commission's recommendation that the requirement for park land dedication for applications SU000699/SU000700 be received in the form of cash-in-lieu. It is anticipated the Juan de Fuca Land Committee's recommendation will be considered by the CRD Board at its meeting of June 12, 2019.

**Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)**

Don Closson provided an update on securing dedication of land for a trail connection advising that it appears there is sufficient area for a walking trail when 5% park dedication and the 7 meter foreshore setback provision are combined. Don Closson directed attention to the survey provided by the applicant showing the proposed park dedication and foreshore setback. Don Closson confirmed that the application remains active and that park dedication has yet to be finalized. At the Commission's request, Don Closson spoke to the trail connections proposed for Port Renfrew.

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

Don Closson presented photos showing the progress of the construction project. It was reported that a small concrete pad has been laid to act as a base for a porta-potty which was requested by the Friends of Coppermine Park Society.

**Port Renfrew Electric Vehicle Charging Station**

Don Closson presented photos of the three EV charging stations. It appears that the only work that remains is connecting the system to the main powerline.

**Priest Cabin Park**

Don Closson reported that the seasonal staff will undertake the required clearing along the trail leading from West Coast Road to the park. Once clearing is complete, signage will be erected at Cedar Coast Road identifying the trailhead and route as well as outlining trail safety. The signage package will be shared with the Commission prior to posting.

Don Closson confirmed that the access gate located at West Coast Road and Cedar Coast Drive will be relocated to the north to allow for parking away from Highway 14.

Commission comments included:

- support for dog on leash signage
- support for securing a statutory-right-way to connect the public trail from the park through District Lot 177 to the Matterhorn
- support for a site visit to the Matterhorn trail

**Kemp Lake Fishing Pier and Boat Launch Project**

Don Closson reported that the aquatic portion of the project will continue to be delayed until such time as the water line installation has been completed. The tender process for the upland portion of the project is scheduled to begin in June with construction anticipated to start in the fall.

#### **Caretaker Agreement – Wigglesworth Lake**

The caretaker agreement has been signed and the caretaker is regularly providing reports. The seasonal staff have cleaned up after a couple of parties and beach fires. The porta-potty is now located at the public use area of the park behind a gate. The appropriateness of this location will be monitored for vandalism and usage.

Don Closson responded to questions from the Commission confirming that:

- there is no formal development plan for the park
- there is potential to connect the park to the Great Trail

The Chair requested that discussion regarding formulation of a development plan be added to the next agenda.

#### **William Simmons Park**

Don Closson spoke to the hazardous materials report received as part of the demolition permit process for the remaining vacant residence located on park property. A site visit with a contractor is scheduled in June to review costing for demolition and remediation work.

The Commission requested that no trespassing signage be posted at the project site.

#### **The Shores Park – Jordan River**

Don Closson presented photos of a possible trespass at the location of the removed real estate trailer.

It was reported that:

- survey work may be required to determine the park boundary
- the trail closed sign that was at the old real estate trailer location was relocated to the ocean access trail on Petrel Drive, wrongly indicating that the ocean access trail was closed
- the sign has been removed

#### **Carpenter Road Park**

With assistance from CRD Regional Parks, staff is investigating a man-made catchment at the park to ensure that the catchment conforms to provincial regulations for earthen dams, if required. Staff will be visiting the site on June 19.

#### **Port Renfrew Community Centre**

A plumbing issue in the men's washroom has been repaired.

### **7. New Business**

#### **a) Petrel Drive Trail**

At the request of a Commissioner, Don Closson confirmed that the Commission's 2019 Service Plan identifies \$6,000 for development of a plan for the construction of a trail from Petrel Drive to the shoreline. It is anticipated that this project will begin in late fall.

#### **b) Open Meeting Requirements**

At the request of a Commissioner, staff provided an overview of provincial and CRD regulations for open meetings. It was advised that CRD Corporate Services anticipates hosting a procedural orientation for Juan de Fuca commissions/committees in September.

**c) July Meeting Date**

Don Closson reported that he is not available on July 23, the regular monthly meeting date. At this time, staff is suggesting July 30. As there will be no referrals from the Juan de Fuca Land Use Committee in June, the Commission stated support for not meeting next month if there is no urgent business. Don Closson advised that it is anticipated that the August meeting will be at the call of the Chair. Staff to confirm meeting dates with the Commission.

**8. Unfinished Business**

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

Discussed under Staff News.

**b) Electric Vehicle Charging Station - Port Renfrew**

Discussed under Staff News.

**c) Priest Cabin Trail Improvements**

Discussed under Staff News.

**d) Kemp Lake Fishing Pier and Boat Launch Project**

Discussed under Staff News.

**e) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw**

Don Closson advised that CRD Finance annually requests a motion from the Commission to approve the fees and charges schedule for use of community parks and the Port Renfrew Community Centre. Staff anticipate presenting a report for review by the Commission in the fall.

**9. Next Meeting:**

June 25, 2019

**10. Adjournment**

The meeting adjourned at 4:20 pm

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Sid Jorna, Chair

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Wendy Miller, Recorder