



Making a difference...together

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, September 24, 2019 at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

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

The meeting was called to order at 3:00 pm.

1. Approval of the Agenda

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

CARRIED

2. Adoption of the Minutes of July 30, 2019

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the minutes from the meeting of July 30, 2019, be adopted.

CARRIED

3. Chair's Report

The Chair reported that he hiked the Matterhorn Trail with Don Closson on September 23. The Chair extended compliments to the staff who completed the work done to the trail leading from Cedar Coast Road to Priest Cabin Park. It was reported that the access from Priest Cabin Park to the statutory right-of-way over District Lot 177, which provides a connection to the Matterhorn Trail, is interrupted by private land.

Don Closson reported that the owner of District Lot 177 has also relayed compliments regarding the work done to the trail leading to Priest Cabin Park. It was further reported that there are options available for securing a route though the private land to connect to District Lot 177.

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Braunschweig that the Commission supports pursuing a statutory right-of-way to complete the route to connect Priest Cabin Park to the Matterhorn Trail.

CARRIED

4. Director's Report

No report.

5. Staff Reports
a) Staff News

Friends of Coppermine Park Society - Picnic Shelter Proposal

An opening celebration was held on September 15, 2019. Photos from the event as well as a photo of the new home plate installed at the ball field were presented.

Commissioner Braunschweig extended a thank you to the staff who assisted with the project. On behalf of Commissioner Sielopp, Don Closson extended a thank you to the following project volunteers: Arlene Dyson, Bruce Manning, Jim Maxwell, Keith Pallie, Lydia Sielopp, Neil Jay and Petra Sielopp.

Port Renfrew Electric Vehicle Charging Station

Installation has been completed but there has been no confirmation of when the EV charging stations will be fully operational.

Port Renfrew Community Centre – Signage

Photos of the replacement informational signage installed at the Port Renfrew Community Centre were presented. It was advised that the signage was requested by the tenants of the Community Centre to better reflect the services provided at the facility.

The Commission noted that the signage advises that there are no public washroom facilities. Don Closson clarified that washrooms are available to the centre's patrons during operating hours and that public washrooms are available at the new gas station.

Port Renfrew – Gazebo Request

A building permit was submitted by a volunteer group which wishes to construct a gazebo at no cost to the Juan de Fuca Community Parks and Recreation Program. The permit application triggered several requirements, such as a letter of authorization from the CRD which would allow for the building to occupy the site. It also triggered an Archeological Assessment, as there are recorded archaeological sites in the area. This process has created additional work within the CRD and is currently being communicated to the proponent. No decision has been made regarding whether this project will proceed at this time.

Sheringham Point Lighthouse Society

The Sheringham Point Lighthouse Preservation Society requested funding to complete road improvements as required under their Operating Agreement with the CRD. With the support of the EA Director, a Community Works Fund (gas tax) application for road shouldering and resurfacing to improve access to Sheringham Point Lighthouse was approved. Don Closson advised that gravel sweeping is required to finish the improvements.

Recreation Programs - Yoga

The Juan de Fuca Community Recreation Program recently received interest in delivering yoga classes in Otter Point at the Juan de Fuca Local Area Services Building. The Manager is waiting for confirmation from Legal Services that the contract is able to be moved forward. This will be a welcomed addition to the programming in Otter Point.

Recreation Programs - Promotion

As outlined in the Commission's guidelines for recreation funding, the Commission's subsidized program opportunities have been promoted in the SEAPARC fall brochure. The promotion also includes information on guided hikes provided by the Juan de Fuca Community Trails Society, as requested by the Commission at its March 26, 2019, meeting.

Bylaw No. 3763 Amendment

The EA Director has requested that the bylaw for the Commission, Bylaw No. 3763, be amended to reflect desired changes to the operation/structure of the Commission. Work was done by Juan de Fuca Community Planning and Juan de Fuca Community Parks and Recreation staff to draft changes to the bylaw. Requested changes were submitted to Legislative and Legal Services for review.

Don Closson confirmed that:

- at present, Bylaw No. 3763 is the bylaw for the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission and the Salt Spring Island Parks and Recreation Advisory Commission
- the proposed bylaw would repeal and replace Bylaw No. 3763 in so far as it deals with matters of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
- the proposed bylaw would eliminate the EA Director as a voting member and add a voting representative for Shirley and a voting representative for Jordan River
- the EA Director would still be able to attend meetings in a resource capacity
- the Malahat position, which is currently vacant, would remain

The Chair stated that a resident has expressed interest in filling the current vacant position but that the resident is not able to attend meetings at 3:00 pm. The Chair questioned if the Commission should reconsider its meeting start time.

Stewardship Agreements

Risk and Insurance has confirmed that the existing Stewardship Agreements cannot be renewed with the various societies unless the societies are prepared to secure the appropriate insurance required to operate. This has been determined to be approximately \$800-\$1000 annually. The various stewardship groups can continue to do the park enhancement works as before but work would be done under the direction of the Manager as authorized by individual Volunteer Agreements.

Waters Edge Drive Access Trail – Jordan River

A request has been received from a Jordan River resident to investigate the potential to develop the existing defined access right-of-way from Waters Edge Drive to West Coast Road in the area of the Cold Shoulder Café. A map of the area was presented.

Don Closson confirmed that he has yet to visit the site.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Gaston that staff investigate the feasibility of developing the access and report back to the Commission.

CARRIED

Subdivision Application SU000697 - Subdivision of Lot 93, Renfrew District, Except Part in Plan 23812 – West Coast Road

At its meeting of March 26, 2019, the Commission resolved support for adding a 20 m wide road allowance to the existing access to the west of proposed Lot 2. The Ministry of Transportation and Infrastructure issued the subdivision a Preliminary Layout Approval on June 2, 2019. The plan of subdivision (EPP93405) is now registered and includes dedication of an additional 10 m to the existing access to water.

Subdivision Application S-22-08 – Goldstream Heights/Great Trail Park Dedication

At its meeting April 26, 2016, the Commission resolved to accept and transfer park dedication to Regional Parks for the Trans Canada Trail (The Great Trail) pursuant to Section 510 of the *Local Government Act*. The CRD Board approved this park dedication at its meeting of July 13, 2016.

Don Closson advised that he has followed up with Regional Parks and Legal Services regarding how this community park could or should be operated. A site visit with the Operations Manager is scheduled to look at the terrain involved and what the function of this community park may provide to either Regional Parks or Juan de Fuca Community Parks.

Priest Cabin Park

As of September 20, 2019, the gate at West Coast Road and Cedar Coast Road has yet to be moved. The trail on the right-of-way leading from Cedar Coast Road to Priest Cabin Park has been cleared of brush, hazard trees and trail blocking impediments. Signage has been erected at Cedar Coast Road identifying the trailhead and outlining trail safety and trail route, direction signage has been ordered and will be installed prior to the end of the month. The GIS signage package has yet to be developed and will be shared with the Commission prior to posting.

Kemp Lake Fishing Pier and Boat Launch Project

The terrestrial portion of the Kemp Lake Foreshore Improvement project has commenced and will be completed by October 31, 2019. The aquatic portion of the project will continue to be delayed until such time as the water line installation is complete. It is hoped installation will be completed in 2020.

William Simmons Memorial Park

Don Closson reported that the seasonal staff resurfaced a portion of the Panama Rail Trail and filled pot-holes in the adjacent parking lot.

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. It was advised that funding for this project has been requested and that it is hoped this project will be funded in 2020.

Carpenter Road Park

Don Closson reported that:

- an initial assessment of the man-made catchment was completed on July 9, 2019
- the spillway has since been cleared of debris
- inquiry work with Regional Parks is underway to determine the risk rating and a path going forward

6. New Business

a) Community Park Permits, Insurance and Public Usage

At the request of a Commissioner, Don Closson advised that the issuance of permits enables staff to track park usage and reduce liability by ensuring permit holders have Commercial General Liability insurance, as required by the CRD.

Don Closson further advised that park permits:

- avoid user group conflicts
- allow staff to review access needs, parking needs and facility needs (porta-potty)
- enable permit holders to apply for insurance through the CRD's insurance program

Don Closson responded to questions from the Commission advising that:

- at present, there is no signage advising park users of the permit program
- Bylaw No. 3623 provides a fee schedule for community parks
- fee schedules are approved annually
- the current fee schedule is noted for review on the agenda
- the Manager has the ability to waive or negotiate permit fees based on the permit holder's proposal
- Regional Parks requires commercial dog walkers to apply for permits
- the latest version of the Community Parks and Recreation Program Service Plans can be made available to the Commission

7. Unfinished Business

a) Friends of Coppermine Park Society - Picnic Shelter Proposal

Struck from the agenda.

b) Electric Vehicle Charging Station - Port Renfrew

Discussed under Staff News.

c) Priest Cabin Trail Improvements

Struck from the agenda.

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

To be reviewed in the fall.

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

No development update.

- g) Becher Bay Trail and Petrel Drive Trail Development Plans**

No update provided.

8. Next Meeting:

October 22, 2019

9. Adjournment

The meeting adjourned at 4:35 pm.

Sid Jorna, Chair

Wendy Miller, Recorder