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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, October 22, 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, Director M. Hicks, A. Sielopp
Staff: D. Closson, Manager, Juan de Fuca Community Parks and Recreation;
W. Miller, Recorder
ABSENT: J. Gaston, A. Marchand, P. Sloan
PUBLIC: 0

Staff confirmed that Director Hicks was on route to the meeting.

The meeting was called to order at 3:20 pm.

1. Approval of the Agenda

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

CARRIED

2. Adoption of the Minutes of September 24, 2019

MOVED by Commissioner Croteau, **SECONDED** by Director Hicks that the minutes from the meeting of September 24, 2019, be adopted.

CARRIED

3. Chair's Report

No report.

4. Director's Report

Director Hicks provided an update on the water pump station on Otter Point Road and confirmed that he has no new information regarding the project to connect Kemp Lake Waterworks District to CRD water.

5. Staff Reports

a) Staff News

Coppermine Community Park

A playground inspection was performed at Coppermine Community Park on October 8, 2019 and everything was found to be in satisfactory order.

Port Renfrew Electric Vehicle (EV) Charging Station

Contact with the Ministry of Transportation and Infrastructure (MoTI) on October 16, 2019 confirmed that the EV charging stations in Port Renfrew are fully functional and information on them is available at plugshare.com.

Don Closson reported that he has asked the MoTI to confirm if signage will be installed on the highway to promote the EV charging stations.

Port Renfrew - The Park

A playground inspection was performed on October 2, 2019 for The Park and everything was found to be satisfactory.

Port Renfrew – Gazebo Request

The Manager was informed of a request to construct a gazebo at The Park in Port Renfrew. A building permit was submitted by a volunteer group which wishes to construct the gazebo at no cost to the Juan de Fuca Community Parks and Recreation Program.

Director Hicks reported that he has approached the CRD regarding covering the expenses associated with the required Archeological Assessment, as there are recorded archaeological sites in the area.

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. Legal Services has confirmed that the contract is able to be moved forward. This will be a welcomed addition to the programming in Otter Point.

Bylaw No. 3763 Amendment

Director Hicks 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. No update has been provided to the Manager from Corporate and Legal Services.

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 reported that a field visit to the community park is scheduled for October 23, 2019 with Regional Parks staff to determine appropriate program operation.

Kemp Lake Fishing Pier and Boat Launch Project

The terrestrial portion of the Kemp Lake Foreshore Improvement project commenced on October 7, 2019 and will be completed by October 31, 2019.

Don Closson presented photos of the work completed to date.

It was reported that 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.

Don Closson responded to questions from the Commission confirming that:

- Section 11 approval in accordance with the *Water Sustainability Act* is required for aquatic portion of the project
- a porta-potty will be placed on site from May – Oct
- the porta-potty expense is reasonable and the current contractor is reliable

Carpenter Road Park

The spillway at the Carpenter Road Park earthen dam has been cleared of debris. The Manager completed an initial assessment on July 9, 2019 and further inquiry work with Regional Parks is underway to determine the risk rating and a path going forward. No update for this project.

6. New Business

a) Provisional Budget Review

At its meeting of October 9, 2019, the Electoral Areas Committee (EAC) considered the 2020 Electoral Area budgets including the Community Parks and Community Recreation budgets. On October 30, 2019, the CRD Board, sitting as the Committee of the Whole, will meet to review the 2020 Provisional Budget.

Don Closson confirmed that the Community Parks budget includes a one-time operating expenditure of \$20,000 for the removal of the abandoned building in William Simmons Memorial Park.

Don Closson spoke to this year's service planning process advising that:

- the traditional Service Plan template that the Commission has reviewed in past has been replaced by Initiative Business Case (IBC) forms
- the CRD's Corporate Plan lists 15 community needs and 97 initiatives to meet those needs over the Board's four-year term
- the Corporate Plan identifies recreational access to community parks (6c) and recreation services (13a) as community needs

Don Closson reported that the Corporate Plan identifies two initiatives to address these needs:

- Initiative 6c-1: Enhance access & maintenance within EA community parks
- Initiative 13a-1: Work with Commissions to determine appropriate types of recreational programming & recovery rates to meet community needs

Don Closson provided an overview of the Community Parks budget and the Community Recreation budget as considered by the EAC.

Director Hicks stated support for:

- combining the capital reserve funds to support more flexibility
- utilizing gas tax (Community Works Fund), when possible

The Chair questioned if there will be opportunity for the Commission to review its initiatives for the next five years.

Don Closson confirmed that the Community Parks Strategic Plan is due for review and that Commission consultation is anticipated to begin in the spring.

Director Hicks advised that he will contact CRD Finance and CRD Real Estate to confirm the status of the Commission's endeavours to amalgamate the Community Parks budget and the Community Recreation budget and to establish a bylaw to support acquisition of interests in land including statutory rights-of-way.

Director Hicks further advised that staff are exploring if the Community Works Fund (CWF) can be utilized for removal of the abandoned building in William Simmons Memorial Park. Should the CWF not support the project, it was questioned if the capital reserve funds could be utilized as a means of not increasing the requisition for 2020.

At this time, Don Closson reported that Commission's current bylaw, Bylaw No. 3763, directs that the Commission approve its budgets annually.

MOVED by Director Hicks, **SECONDED** by Commissioner Braunschweig that the Commission approve the Community Parks budget and the Community Recreation budget, as presented, subject to the Manager confirming if the one-time operating expenditure of \$20,000 can be drawn from the general capital fund.

CARRIED

7. Unfinished Business

a) Electric Vehicle Charging Station - Port Renfrew

Discussed under Staff News.

b) Kemp Lake Fishing Pier and Boat Launch Project

Discussed under Staff News.

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

To be discussed in 2020.

d) Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions

Discussed under Staff News.

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

No development update.

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

Discussed under Staff News.

g) Becher Bay Trail and Petrel Drive Trail Development Plans

Don Closson reported that work on the quotes started this week and that the projects will be tendered separately.

The Chair stated support for a site visit to the Becher Bay Trail location.

h) Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail

The Chair restated the Commission's support for pursuing a statutory right-of-way to complete the route to connect Priest Cabin Park to the Matterhorn Trail.

i) Waters Edge Drive Access Trail

Don Closson reported that a site visit with Community Planning staff will be scheduled and that staff will report back regarding the feasibility of developing an access at this location.

8. Next Meeting:

November 26, 2019

9. Adjournment

The meeting adjourned at 4:37 pm.

Sid Jorna, Chair

Wendy Miller, Recorder