



Making a difference...together

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, July 21, 2020, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

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

The meeting was called to order at 3:02 pm.

1. Approval of the Agenda

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Gaston that the agenda be approved, as amended to include Service Plan under New Business. **CARRIED**

2. Adoption of the Minutes of May 26, 2020

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Sloan that the minutes from the meeting of May 26, 2020, be adopted. **CARRIED**

3. Chair's Report

The Chair welcomed everyone to the meeting and thanked the Commission for its endeavours to continue to meet.

4. Director's Report

No report.

5. Delegation – CRD Regional Parks

a) Park Volunteerism

Colleen Long, Coordinator of Volunteers, spoke to a PowerPoint presentation outlining Regional Parks' volunteer program including the program's history, current volunteer positions and program benefits.

6. Staff Reports

a) Staff News

Recreation Programs

All contract recreation programs continue to be on hold with the exception of a new outdoor youth yoga program held at Coppermine Park and Karate, which has received approval to operate at the East Sooke Community Hall and at Shirley Pioneer Park.

The Chair reported that the Juan de Fuca Community Trails Society has been able to continue with its sponsored hiking program, with the exception of one hike due to COVID-19. The Chair expressed interest in meeting with the Manager to discuss program maintenance, should COVID-19 escalate again.

Bylaw No. 3763 Amendment

The Director had 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 JdF Community Planning and JdF Community Parks and Recreation staff to draft changes to the bylaw. Requested changes were submitted to Legislative and Legal Services for review. It appears that work is being done by Legislative Services as of July 6, 2020.

Kemp Lake Fishing Pier and Boat Launch Project

Don Closson presented photos of the project site including the parking area, the newly seeded picnic area, toilet site, and cement pads poured for installation of a pending picnic table and bench. It is anticipated that the table and bench will be installed on July 22. The dock is scheduled to be installed by September 15.

William Simmons Trail Work

Don Closson presented a photo showing the grass seeding completed at the house demotion site. Additional works will commence mid to late summer depending on the timing of the Otter Point Road improvements and potential impacts to the park.

Carpenter Road Dam Inspection

Three contractors able to conduct a dam inspection and risk assessment for Carpenter Road Park dam have been contacted. The quotes for this preliminary work are required by July 31, 2020. Once the level of funding has been determined various sources of funding will be explored to complete the work outlined in the submissions.

Sheringham Point Community Park

The Sheringham Point Lighthouse Society has closed the lower parking lot at Sheringham Point Community Park due to the fact that they have ceased operations (visitation) during the COVID-19 pandemic.

JdF Community Parks and Recreation summer staff have done significant trail clearing and maintenance to ensure a safe and operational trail. Hazard/wildlife tree work is currently underway at Sheringham Point Community Park and other JdF EA parks.

Port Renfrew Community Centre

The post office has revised its agreement to expand its use of the building to accommodate an increase in mail. The post office and the Vancouver Island Regional Library have been using curbside pick-up during the COVID-19 pandemic. Rental permits continue to be on hold.

Priest Cabin Access Agreement

Don Closson presented a photo of the trail head.

Don Closson responded to questions from the Commission confirming that:

- there has been no update on the access agreement between the CRD, the JdF EA and the land owner
- the agreement permits access to the park for maintenance purposes
- the access agreement does not provide direct vehicle access into the park
- staff are required to hike from the private road to the park

The Chair stated support for establishing a trail above the park on the statutory right-of-way over District Lot 177 (FB434663).

Becher Bay and K2/Petrel Drive and Waters Edge Trail Visit

Further to interest expressed by the Commission, a site visit with the Commission to the two locations is on hold. Staff to schedule a site visit in the fall pending the impacts of COVID-19.

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

Detailed review to be scheduled in 2021.

Subdivision Application SU000720 - Lot A, District Lot 17, Renfrew District, Plan EPP10506 (6505 Powder Main Road)

At its meeting of May 26, 2020 the Commission resolved to recommend to the Juan de Land Use Committee (LUC) that the requirement for park land dedication be received in the form of cash in lieu. The LUC will consider the Commission's recommendation at its July 21, 2020 meeting.

Subdivision Application SU000721 - Parcel A (DD 143426I) of Section 97, Renfrew District, Except that part in Plans 15462, VIP77871 and EPP24972 (17151 Parkinson Road)

At its meeting of May 26, 2020 the Commission resolved to recommend to the LUC that park dedication in the amount of 5% be required for the proposed subdivision except where the owner agrees to dedicate that portion of land required to construct a trail along Parkinson Road to JdF Community Parks and Recreation standards and that the owner agree to construct the trail prior to subdivision approval. The LUC will consider the Commission's recommendation at its July 21, 2020 meeting.

The Chair reported that he will be attending the LUC meeting to hear the committee's discussion regarding rezoning application RZ000267, which would support establishment of Wieland trail, should the proposal proceed to subdivision.

7. New Business

a) Park Usage

Don Closson reported that community park permits, insurance and public usage were discussed last at the September 24, 2019 meeting. This item has been added to the agenda at the request of a Commissioner.

A Commissioner requested clarification regarding the requirement for a permit and insurance in response to an event recently held at a community park. It was advised that the event was promoted to the larger community and that attendees were asked to confirm attendance for social distancing/tracking purposes. It is understood that the event was not done under permit and that the parks crew was not able to perform scheduled works due to the event.

Don Closson advised that:

- community parks are public facilities
- permits are not required for small, private, low-risk gatherings

- events charging attendance fees should be approved under permit with appropriate insurance
- events open to the larger public should be approved under permit with appropriate insurance

b) Open Meeting Requirements

Don Closson reported that this item was discussed last at the May 28, 2019 meeting. This item has been added to the agenda at the request of a Commissioner.

Staff responded to questions from the Commission advising that:

- Commissioners are more than welcome to contact each other to discuss such items as carpooling
- it is asked that discussion regarding items within the Commission's purview be considered at the Commission's monthly meetings, as required by provincial and CRD regulations
- a quorum of the Commission is currently four
- site visits called in response to development applications that will be considered by the Commission, the Land Use Committee and the CRD Board have been limited to three Commissioners, generally the Chair, the Vice Chair and the local community representative
- Commissioners are able to visit application sites on their own
- Commissioners are also able to contact the Manager to express interest in visiting any site of interest

c) Land Acquisition

Don Closson reported that the role of the Commission relative to land acquisition was last reviewed at the June 26, 2018 meeting. This item has been added to the agenda at the request of a Commissioner.

Staff responded to questions from the Commission advising that:

- Commissioners can communicate specific land interests to the Manager
- once interest in land is communicated, staff can determine if the land has already been identified as a community or regional priority acquisition
- if the parcel has not been identified as a priority acquisition, staff will be able to confirm if interest should be directed to JdF Community Parks or Regional Parks
- the public is also more than welcome to also bring land interests to staff, the Commission or the Regional Director
- the *Local Government Act* provides processes for disposition of public lands

d) Service Plan

Don Closson responded to questions from the Commission advising that:

- the Commission is asked to review its budget each year
- the traditional Service Plan template that the Commission has reviewed in past has been replaced by Initiative Business Case (IBC) forms
- IBCs are less detailed than the past Service Plans
- new information is forthcoming regarding this year's budget process
- update anticipated to be provided at the September meeting

8. Unfinished Business

- a) **Kemp Lake Fishing Pier and Boat Launch Project**
Discussed under Staff News.

- b) **Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges Bylaw**
Discussed under Staff News.

- c) **Amendment to Bylaw No. 3763, Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions**
Discussed under Staff News.

- d) **Subdivision Application S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road)**
No update.

- e) **Becher Bay Trail and Petrel Drive Trail Development Plans**
As reported at the May meeting, development plans are not being pursued at this time due to anticipated project costs. Site visit to Becher Bay, Petrel Drive and Waters Edge Drive to remain noted under Unfinished Business.

- f) **Statutory Right-of-Way: Priest Cabin Park to Matterhorn Trail**
Discussed under Staff News.

- g) **Park Volunteerism**
Further to the presentation made by Colleen Long, the Chair requested that this item remain on the agenda for future discussion regarding opportunity to encourage volunteerism in JdF Community Parks.

9. Next Meeting

August 18, 2020 – at the call of the Chair.

10. Adjournment

The meeting adjourned at 4:33 pm.

Sid Jorna, Chair

Wendy Miller, Recorder