

**Capital Regional District
Juan de Fuca Electoral Area Parks and Recreation Commission
Minutes of a meeting held Thursday, June 7, 2007 at 5 p.m.
Juan de Fuca Electoral Area Office, #2 – 6868 West Coast Road, Sooke, BC**

Mission Statement:

“The Juan de Fuca Electoral Area Parks Commission is responsible for the acquisition, development, operation, preservation and maintenance of parks in the Juan de Fuca Electoral Area for our present and future residents.”

Present: Commissioners L. Paterson (Chair), K. Douch (Vice Chair), U. Schnarre (JDF Regional Director alternate), M. Brown, S. Jorna, T. Mehler, P. Sloan
Staff: N. Stewart, Administrative Co-ordinator, N. More, Recording Secretary
Absent: Commissioner M. LeBlanc,
Public: 4
Press: 0

1. CALL TO ORDER

The meeting was called to order at 5:00 p.m.

2. APPROVAL OF THE AGENDA

MOVED and **SECONDED** that the agenda be approved with the following additions: under 9. New Business b) Juan de Fuca Electoral Area Economic Development Commission Community Tourism Program Grant Application, c) 2008 Budget Planning; under 10. Old Business, BC Front Counter. **CARRIED.**

3. APPROVAL OF THE MINUTES of May 3, 2007

MOVED and **SECONDED** that the minutes be approved. **CARRIED.**

4. CHAIR’S REPORT

5. DELEGATION

a) Kabel Atwall, 3L Developments Inc. re: proposed development and park dedication.

Mr. Atwall’s presentation included the following points:

- The proposed development borders Young Lake Road, Butler Mainline Road and Otter Point Road.
- A portion of the land presently owned by the developer is being sold and so is not represented as part of the proposed subdivision.
- Submission of re-zoning application has yet to occur.
- Community and neighbourhood groups and local residents have been consulted for input.
- Architecture and landscape design firm has created present proposed subdivision plan to balance local input with developer’s needs.
- Potential park land dedication includes wetlands with environmental considerations applied, a western border of greenway from south to north end of proposed subdivision meeting up with greenway along the northern border (Hydro land) for potential trail connection to other existing park land, and a diagonal greenway into the subdivision from the NW corner.

The Commission noted that it could not give any comments but expressed appreciation for having received the information this early in the process.

6. DIRECTOR’S REPORT

7. **STAFF REPORT**

8. **CORRESPONDENCE**

9. **NEW BUSINESS**

a) Report on Southern Gulf Islands Commonality Meeting of May 14

Commissioner Mehler apprised the Commission of his and Commissioner Sloan's attendance at the SGI Commonality Meeting on Galiano Island. He noted common concerns between the SGI member Parks and Recreation Commissions and those of the JDFEA P & R Commission. These common concerns included:

- Foreshore access procedure
- Signage for parks, trails, and foreshore accesses;
 - Uniformity
 - Addressing for fire protection purposes
 - Harmony with natural park/trail features so users don't feel signs detract from natural beauty
- Respect for parks and trails from local users as well as tourists, i.e., staying on trails, restraint from damaging/vandalizing natural features.

The report included digital photos viewed on-screen, and mention of a new CRD Regional Park overlooking Active Pass.

On another matter, it was also reported that on Monday, June 11 in Port Renfrew, the public has an opportunity to view details of the proposed development by Three Point properties.

b) Juan de Fuca Electoral Area Economic Development Commission Community Tourism Program Grant Application

Commissioner Douch presented information on the Economic Development Commission's Tourism Program Grant Application.

Moved and Seconded that the Commission assist the Juan de Fuca Electoral Area Economic Development Commission in the execution of developing and installing new signage for tourism purposes. **CARRIED.**

Discussion points included:

- The project description of the grant application gives three proposed initiatives.
- The third initiative is "Simplifying way finding"
- Benchmarks of success of the third initiative include developing and installing new signage so visitors easily find attractions; and working with the Parks Committee and other interested groups to complete descriptions of the trails, beaches, and ocean access points with relevant maps.

c) 2008 Budget Planning

Commissioner Douch noted the increasing number of items on the agenda and the resultant need for more time from support staff to assist in carrying out the business of the Commission.

Moved and Seconded that SEAPARC staff come forward with a projected budget for next year for the Juan de Fuca Electoral Area Parks & Recreation Commission to review prior to the September 2007 budget submission. The budget is to include items currently under discussion, such as the foreshore accesses under consideration. **CARRIED.**

Discussion points included:

- Ask Regional Director how much money to expect for the 2008 budget
- The Commission would need to lay out priorities within the budget
- The Commission needs budget planning in order to come to grips with development and maintenance needs of the increasing portfolio of properties coming under its authority
- Commissioner Brown observed that she has recently read over all the past minutes of the Commission and found many items that need follow-up
- Staff mentioned that a yearly goal-setting process could be established, as seen in the example of the Galiano Island Parks & Recreation Commission published minutes.
- Commissioners noted they could start immediately to think of priorities and communicate them via e-mail.

10. UNFINISHED BUSINESS

a) Parks Plan – KWC Submission: S. Jorna

Commissioner Jorna would like Commissioner input and approval in principal of the Parks Plan from the Commission within the first two weeks of August. The Commissioners will meet together as a sub-committee on June 29 to review the Plan in detail. Juan de Fuca Electoral Area Planning Services Department staff will then have the opportunity to review the Parks Plan and begin the process of public input and seeking official bylaw status for the plan.

Staff to mail Commissioners a copy of the Rural Resource Lands By-Law prior to June 29.

b) Foreshore Access

Three accesses in Otter Point were identified in an e-mail distributed by Commissioner Douch:

- Carpenter Road
- Chisholm Road
- Breakers Place

It was **MOVED** and **SECONDED** that staff investigate the ocean access at the junction of Otter Point Road and West Coast Road as it is reputedly subject to a land swap. **CARRIED.**

Discussion points included that the land may have been the subject of a swap 10 or 15 years ago which permitted the current housing and waterlines at the access point.

c) Park Maintenance, Port Renfrew

Staff have provided Port Renfrew Local Services Committee via Director Lund with detailed information towards a protocol agreement for recreation programs (\$3000) at Port Renfrew, and maintenance (\$3500) and upgrading (\$2000) of The Park and tennis court at Port Renfrew for one year.

d) Proposed Subdivision of Section 82, Renfrew District – Guiding Owl Investment Co.

e) Public Relations

Commissioner Brown reported that a two-part article she wrote about her volunteer work with the Commission as representative of Shirley District will appear in the next two issues of the *Rural Observer* and that other Commissioners could consider writing articles as well.

f) Coppermine Park Playground

An investigation of the plumbing and water-line left over from the old water-feature playground equipment that is no longer in service has revealed that water is being drawn from the outlet on the outside of the East Sooke Fire Hall and charged to the SEAPARC/JDFEA P&R budget for Coppermine Park.

It was **MOVED** and **SECONDED** that the water service under that Hydro account be ended.

CARRIED

g) Muir Creek Watershed presentation to CRD

Commissioners Jorna and Brown made a presentation to the CRD Board on May 16 in strong support of Muir Creek becoming a park. Summary points from the submitted document that accompanied their presentation appear in the Minutes of that Board meeting.

A copy of the presentation has been filed with the staff.

Item to be struck from the agenda.

h) Historical and archaeological sites

A letter outlining the "Protocol for Assessing Archaeological Resource Management Requirements when Maintaining and Developing Beach Accesses" from the BC Ministry of Tourism, Sport and the Arts has been forwarded to staff from CRD Real Estate and Facility Management.

Staff to mail a copy of the letter to Commission members prior to the next meeting.

i) Trail to connect Kemp Lake to Broom Hill Crown Lands

Staff to research the archaeological sites on Broom Hill.

j) Summer BBQ

Commissioners have volunteered for various tasks in arranging and carrying out a volunteer appreciation summer BBQ:

- July 28, 12:30 for BBQ start-up, 1:00 pm for general festivities to begin.
- Families and significant others invited
- Commissioner Brown to look into booking Shirley Pioneer Park facility
- Commissioner Douch & Director Lund to barbecue salmon, chicken, hamburger
- Administrative Secretary to arrange catered salads

k) BC Front Counter

It was **MOVED** and **SECONDED** that the Commission provide support and recompense expenses for the efforts to secure the Broomhill Crown Lands and write a letter to the Ministry of Community Services to ask for official sponsorship of this request. **CARRIED.**

Discussion points included:

- Fees could amount to \$250 plus tax
- The free grants application process requires a statement for use of land
- A first draft of the application has been written
- A report done in the past by a mountain biking interest group outlines many of flora and fauna including rare species
- The Commission realizes the necessity to team with the District of Sooke in regards to the Broom Hill Crown Lands

- It is proposed that the Broom Hill Crown lands be granted to the Juan de Fuca Electoral Area Parks & Recreation commission for the purpose of protecting and enhancing the existing common use trails for all of the local communities including the District of Sooke, the Otter Point District, and the T'Sou-ke First Nation.

Staff to mail a copy of the draft application to Commission members prior to the next meeting.

This item to be removed from the public agenda and dealt with *in camera* in future, in accordance with the Community Charter, Section 90 (1) (e) *Acquisition, disposition or expropriation of land or improvements*.

11. QUESTION PERIOD

12. NEXT MEETING

Thursday, June 7, 2007.

13. ADJOURNMENT

It was **MOVED** and **SECONDED** that the meeting adjourn to conduct an In Camera meeting in accordance with the Community Charter, Section 90 (1) (e) *Acquisition, disposition or expropriation of land or improvements*. **CARRIED.**

The in camera meeting commenced at 7:10 p.m. and adjourned at 8:00 p.m.

14. RISE AND REPORT

WHEREAS, In the matter of acquisition of Lot 5, Section 15, Otter District Plan 11437, donation of 2.91 ha (7.2 acres) by Mr. Erik Sellars St. Claire:

The Juan de Fuca Electoral Area Parks and Recreation Commission and the Capital Regional District Board authorized staff to negotiate an agreement with Mr. Sellars St. Claire to accept a donation of land and to take necessary steps to complete the transfer and granting of a life estate to Mr. Sellars St. Claire. The Commission had authorized a maximum expenditure of \$60,000 in order to negotiate terms of the proposed donation. These funds were set aside for the purpose of establishing a "Residential Parcel" and "Life Lease" for one tenant and financial consideration for three remaining tenancies at the conclusion of the Life Estate.

- The Commission and community parks system has received a wonderful asset through the donation of land. For less than \$70,000, an asset worth in excess of \$500,000 has been acquired.
- It cost \$60,000 to reach agreement with all parties involved. It is estimated that an additional \$3500 - \$4000 was absorbed in staff and legal fees to complete the agreement.
- Expenditures are charged to the Parks Reserve Fund. Currently the Commission has an "under-funded liability" of about \$40,000 if the Life Estate were to terminate unexpectedly.
- The Commission has entered into a "life lease" agreement with one of Mr. Sellars St. Claire's tenants, to come into effect at the conclusion of the "Life Estate".
- The Commission has agreed to grant a "licence to occupy" a portion of CRD land as shown on Schedule B, attached. The sketch plan also depicts the "Leased Premises" once the Life Estate concludes.
- The Commission has agreed to maintain a potable water source to the Leased Premises.
- The Commission has agreed to erect and maintain proper signage designating the Leased Premises as private property.
- Currently, the parkland is encroached upon and public access and ownership is poorly

defined.

- A dilapidated “private” dock is on park property. It presents a liability and requires removal.
- Opening the parkland to public access puts the onus on the Commission to ensure safe, unencumbered public access to a reasonably safe environment.

The Commission RESOLVED to:

1. Cover the financial liability of \$40,000 as soon as possible either by (a) supplementing the Parks Reserve Fund, or (b) assigning \$40,000 from the 2008 Operating Budget.
2. Complete a survey of the leased premises and clearly define park boundaries at the eastern entry point.
3. Provide preliminary improvements to the 2.91 ha of Lot 5, Section 15, Otter District Plan 11437 dedicated as parkland and slowly begin encouraging public access by completing the following works:
 - a. Remove the dock and maintain the water line
 - b. Enhance the dedicated MOT road access “trail” and connect the trail into the park (under the current SEAPARC permit to construct and maintain this access)
 - c. Clear the parkland adjacent to the leased premises of debris and remove other signs of encroachment
 - d. Install appropriate signage
 - e. Prior to any work or enhancement, have Commission representatives meet with the tenant of the leased premises and reach consensus on the improvements to take place.
4. Seek community partnerships to assist with the development of the park, beginning with provision of a new dock.

The meeting adjourned at 8:05 p.m.

Louise Paterson, Chair

Nancy More, Recorder