

**DRAFT Minutes  
Regular Meeting  
Shawnigan (Area B) Parks and Recreation Commission  
January 24, 2013, 6:30 pm SLCC**

**Attendees:** Margaret Symon, Bill Savage, Catherine Whittome, Al Brunet, Gaileen Flaman, Scott Overhill, Lori Treloar, Kelly Musselwhite (for Area Director)

**Guests:** Brian Jackson

**Scribe:** Scott Overhill

Minutes of November 2012 meeting approved. Agenda approved.

**Rezoning Proposal – Peterbrook Road – update from ‘public meeting’**

Brian Jackson attended meeting, it was generally positive. Some concern about increase in traffic. If project is approved, road at property will be public road, wider than original proposal and secured at north end.

Kelly Musselwhite noted Bruce Fraser’s support of rezoning proposal for subdivision use.

**Elford Road Subdivision Proposal – 2631 Shawnigan Lake Road**

Roughly four hectare lot. Proposal is for subdivision for 4 lots, must be connected to community water system to meet requirements. Options are for land allotment of approximately 400M<sup>2</sup> or approximately \$16,000 cash in lieu. Discussion: allotment would be suitable for a walking path or park connected to Morgan’s way.

**Amended MOTION (via email with Commission Feb. 2013):** “Area B Parks Commission moves to accept staff recommendation for cash-in-lieu, and accompanying permit for a trail corridor.” Motion made by Scott Overhill, seconded by Lori Treloar, and passed by the commission.

**Invasive Species Assessment Study Area B – Draft Report Discussion**

Al Brunet recommended that when study is approved, permission be given to post a copy to Shawnigan Residents’ Association (SRA) website.

Brian Jackson suggested that photographs of invasive species plants be made available, and posted to CVRD website so that residents can easily recognize the plants. He further recommended that the CVRD consider publishing a pamphlet with photographs.

Discussion: Recommendations reviewed. Bill Savage noted that recommendation for removal from Meadowview lot leads to the question as to whether Meadowview is actually a park, as prior advice was that it was not. Commission requests clarification of park status on the Meadowview matter. Margaret Symon recommended commission members study Invasive Species report for the next meeting. General agreement with this recommendation. No action pending further time to study the report.

**Encroachment on Shawnigan Beach Estates Greenbelt**

E-mail of December 2012 from Ryan Dias (CVRD) advised property owner adjacent to greenbelt (where encroachment has occurred) to make application to CVRD. No formal request received at this time.

Discussion: Bill Savage observed that encroachment has been longstanding and it is not understood why CVRD Bylaw enforcement has not acted upon prior commission requests.

**MOTION:** “Area B Parks Commission moves to request that CVRD Bylaw enforcement and staff remove the encumbrances that encroach on the Shawnigan Beach Estates Greenbelt as soon as possible. Members further request that the CVRD place an article in the Shawnigan Focus that outlines the Greenbelt boundaries and advises residents that encroachments will be removed.”

Motion made by Bill Savage, seconded by Scott Overhill, and passed by the commission.

### **Shawnigan Beach Estates Community Bulletin Board Improvements Request**

Message from CVRD has been received stating that the CVRD is pleased to have Gaileen Flaman of the commission manage the postings to the bulletin board located at Shawnigan Beach Estates. A laminated map (8.5”x11”) was supplied during meeting. This new map is quite a bit smaller than prior map, commission requests that the CVRD supply a larger version.

### **Shawnigan Hills Athletic Park – Gate Update**

CVRD reported that gate vandalism repair cost less than anticipated.

### **Shawnigan Hills Athletic Park – Tot Lot Benches and Grand Opening**

Lori Treloar requested the CVRD to give an update on when the benches for the Tot Lot that were part of the original plan will be installed. The benches can be the same as the recently installed public transit benches, if they are more cost effective.

Catherine Whittome suggested that the Grand Opening for the Tot Lot be scheduled for Sunday, May 12/13 (Mother’s Day).

### **Shawnigan Hills Athletic Park, Shawnigan Lake Focus Vandalism articles**

Lori Treloar advised that Shawnigan Focus will continue to publish articles on vandalism in park in order to increase public awareness and request that residents notify CVRD and the Focus of any additional observations. Al Brunet recommended that if possible, residents supply photographs of any observed damage for publication. Also recommended that an e-mail address be published where photographs can be transmitted.

### **Road Ends – Brian Jackson’s indexing of studies**

Brian Jackson has created three binders containing maps and reference information based upon the 1978 Road End Study. He has further incorporated information from 2004 and 2008 studies, added with a “draft” label given CVRD’s explanation that those studies were not complete. A summary of recommendations discussed in prior Commission meetings has been supplied. One copy will be supplied to the Commission, one copy will be retained by Brian Jackson, and one will be located at the Shawnigan Lake Museum. On behalf of the commission, Lori Treloar thanked Brian Jackson, and recommended that the Museum copy will be available to the public for study at the Museum, but will not be permitted to be removed from the building.

**MOTION:** “Area B Parks Commission would like to officially thank Brian Jackson for his work on the creation of the comprehensive body of Road End indexing that is contained within the binders.”

Motion made by Catherine Whittome, seconded by Margaret Symon, and passed by the commission.

### **Road Ends – Status of three Road Ends, next steps for acquisition of additional properties**

Bill Savage requested that the CVRD advise the Commission on what the next steps for use of the current three Roadends with regards to the placement of amenities or other work to make the spaces usable for the public, as the Commission has budgeted \$17,000 this fiscal towards the project.

Bill Savage further asked for a plan to acquire additional Roadends. Priority road ends for 2013 will be discussed at March meeting. Kelly Musselwhite advised some discussion regarding rezoning of Roadends will be on the agenda for an upcoming Area Director's Town Hall meeting.

**MOTION:** "Area B Parks Commission moves to request that the CVRD provide a status update regarding the acquisition of additional Roadends as referenced in the Parks Master Plan, with timeline estimates for the acquisitions."

Motion made by Bill Savage, seconded by Scott Overhill, and passed by the commission.

#### **Dougan Park – CVRD request for Rhododendron Maintenance**

Margaret Symon received memo from Ryan Dias of the CVRD advising that Volunteer group had agreed to maintain the Rhododendrons at Dougan Park, and has requested additional mulch to be delivered. Apparently there has been a lack of volunteer support for this initiative. Costs would involve \$150.00 per month (CVRD Parks Dept).

**MOTION:** "Area B Parks Commission moves to direct that the CVRD not contribute funds to the ad hoc group proposing to maintain the Rhododendrons at Dougan Park."

Motion made by Catherine Whittome, seconded by Bill Savage, and passed by the commission.

#### **Shawnigan Focus – focus on local Parks and Recreation, Kinsol Trestle**

Lori Treloar informed the commission that the Shawnigan Focus will continue to publish articles on Parks and Recreation. She observed that the Kinsol Trestle and trail was used heavily on New Year Day. She also noted that a member of the public was observed removing ice on the Kinsol Trestle, which might damage the surface.

#### **Other Business**

##### **Locker for Commission Meeting materials**

Brian Jackson observed that commission members commonly have to transport large bodies of documents and related materials to commission meetings. He suggested exploring the option of having a locker located at SLCC, or recommend that a plan be included in the Elsie Miles construction work to include a locker.

##### **Community Groups – Discussion re. joint leasing of office space**

Al Brunet stated that the SLBA and SRA have discussed the opportunity for community groups and possibly the Commission get together and rent space at one of the facilities in the village. Kelly Musselwhite stated that the Purple building where the Inspire group meets has a lease coming through, and that led to the idea being discussed with various groups. Groups that have discussed this idea agree that in order for it to be cost effective it would require a number of groups to participate.

##### **RCMP/Fire Department Boathouse**

Bill Savage asked for a status update on the RCMP Boathouse location. Al Brunet stated that it is his belief that the SRA supports the position of locating the RCMP Boathouse beside the Fire Department Boathouse, and has asked for information from the RCMP as to whether this decision has been made. Kelly Musselwhite recommended that the Area Director and representatives from the Parks Commission, Shawnigan Improvement District, and the RCMP meet to discuss. Margaret Symon suggested that interested parties also attend the next Area Director's Meeting.

**Boathouse building on Shawnigan Lake, east side**

Bill Savage advised that he has observed that there is another two-story structure being built on the lake, on the east side. Margaret Symon stated that she will try to invite Rachelle (name?) from the Ministry of Transport and Infrastructure to the next meeting.

**South Island Aggregates Application**

Al Brunet stated that it is his understand that decisions related to South Island Aggregates' application for permission to dump contaminated soil at the quarry near the South end of Shawnigan Lake may be available soon.

**Slippery Playgrounds**

The CVRD has advised that the surface areas of the playground at Gibsons is nearing the end of its useful life and recommends that it should be a priority for replacement. It is scheduled to be powerwashed annually.

**E&N and railside trails**

Al Brunet stated that in some circumstances the E&N will put trails along railway tracks, suggested that the E&N should consider approaching the Island Corridor Foundation and the E&N to build a trail along the stretch of rail running along Shawnigan Lake. Catherine Whittome stated that members of the public are commonly seen walking along the track line, so this would be a good idea, particularly if use of the line starts up again. Scott Overhill observed that it would make an excellent jogging trail, given that currently joggers run along East Shawnigan Lake road, which is hazardous. Al Brunet advised that he will write a letter requesting this as a consideration.

**Bright Angel Park Report**

Margaret Symon informed the members that the Bright Angel park report will be forwarded, and that it will be discussed at the upcoming South Cowichan Parks Commission.

**Camping, Group Rates, potential tenting sites**

Gaileen Flaman raised the topic of camping on park land, and whether group rates would attract campers. It might raise some funds for further parks investments. Bill Savage suggested that there may be potential for tenting locations at sites along Sooke Lake Road (Cougar Ridge) and Stebbings road, although the Stebbings location gets rock overflow from the gravel pit. He suggested that parks members arrange to walk the property to further assess.

**Area Directors Report (Kelly Musselwhite for Bruce Fraser)**

There are plans for a two-day event, the "Shawnigan All Gathering Event", which will be scheduled for April 6 and 7. The event will celebrate community groups and businesses. Ideas include workshops for local artists and community groups, Shawnigan Lake History presentations, potentially an incorporation discussion. Bruce Fraser has invited the Lt Governor to give a keynote speech (tentative).

**Next Meeting:** to be rescheduled for February 28, 2013.