

**Area 'E'**  
**Community Parks & Recreation  
 Advisory Commission**  
Minutes of Commission Meeting

**January 22, 2008**  
**Seniors Activity Centre  
 Sicamous, B.C.**  
**File: 6140 70 03**

**Present**

**Commissioners:**

Joyce Balestra  
 Brian Magowan  
 Deb Ritchie  
 Sandra Moody  
 Whit Lee  
 Joanne Held  
 Michelle Wolff  
 Lori Schneider Wood  
 Clay Eastland

**Ex Officio:**

Rhona Martin

**Staff:**

Jay Simons  
 Roger Beardmore  
 Susan Abbott

**Public:**

**Guests:**

**Absent**

None

none

**A. Business General**

- |   |  |
|---|--|
| <b>1 Call to Order</b>                      | After switching rooms, the meeting was called to order by Susan Abbott at 7:07 pm.   |
| <b>2 Adoption of Agenda</b>                 | No additions or deletions; informally accepted. No motion or vote as this is the inaugural meeting of the Area E Commission.   |
| <b>3 Adoption of previous minutes</b>       | Not applicable   |
| <b>4 Introduction of Members and Guests</b> | Area director, Rhona Martin, welcomed and thanked Commissioners for their dedication to this endeavour. Three CSRD Staff and all 9 members of the Commission introduced themselves.<br><br>Commissioners were asked to include some of their relevant experiences with other community groups and to express some of their parks and recreation interests in serving as a CPRA Commissioner. |
| <b>5 Correspondence</b>                     | None   |

**B. CSRD Report**

- |  |   |
|--|---|
| <b>1 Relationship between Commissions, Boards and CSRD staff</b> | Jay Simons presented two organizational charts of CSRD positions and staff holding posts. Commissions are responsible directly to the board, not the residents of Electoral E or any subset of the residents (neighbourhood). Parks Staff report to the Board on any relevant discussion, issues, advice or recommendations from the Commission meetings that the Board must review or approve. |
| <b>2 Review of Commissioners handbook</b>                        | Roger Beardmore and Susan Abbott presented the contents of the handbook and answered questions as to the authority given, roles and responsibilities of Parks and Recreation Advisory Commissions.  |
| <b>3 Review of Area E Parks Plan</b>                             | Roger Beardmore spoke to the Area E Park Plan, then presented a short slide show of sites developed in Area C and Area F, implementing the Parks Plan from each of these two Electoral Areas.   |
| <b>4 Bayview Trail</b>   | For Information Only - The developer of the Bayview subdivision enthusiastically  |

**Connection between the Town of Sicamous and CSRD Proposed Trail**

supports a pedestrian connection from the Highway, within the Town of Sicamous, through his property and to the top elevations of Bayview to connect to the Proposed Trail System in the CSRD. The Shuswap Trail Alliance is working with the Town of Sicamous, Bayview Developments, Waterways Houseboats and the CSRD to ensure that connections are widely agreed upon and that any financing of these trails sections can be identified early and used in grant applications requiring matching funds.

**5 Swansea Point Lake Accesses**

For Information Only - A number of Swansea Point lake accesses were given high priority for development. in the Park Plan. Surveys are required as part of the application for the Licences of Occupation from MoT and ILMB and to identify if other legal issues exist. Surveyors were requested to locate corner pins and render plans of all 7 sites. They are on site this week.

**C. Park Business**

**1 Priorities for the Year**

There are 11 sites rated as high priority for development , our budget for 2008 is \$269,749. At our next meeting, we need to determine priorities and general budgets for each site. Towards this end, review the Park Plan for site priorities.

**2 5 Year budget plan – Budget 2008**

The preliminary budget sheet for 2008 was presented as information. This topic will be on the agenda of the first regular meeting of February.

**3 Application for priority lands**

Very few of the sites identified in the Park Plan are owned by the CSRD. Application for sites is required from various agencies and the details will help determine priorities for proposed development for 2008.

**D. Public Presentation & Presentation**

n/a

**E. Administration**

n/a

**F. in Camera**

n/a

**G. Adjournment/ Next Meetings**

**1 Next Meetings**

Through consensus, Area E Community Parks and Recreation Advisory Commission has agreed to meeting regularly on the fourth Thursday of every month. Next meeting is set for February 28, 2008. Sue Abbott to determine location and contact all Commissioners.

**2 Adjournment**

Meeting adjourned at 9:48 pm.

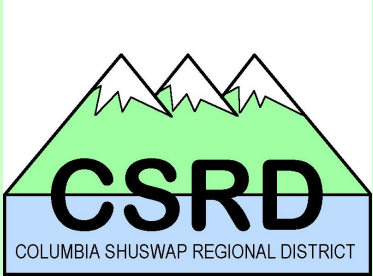
**Certified Correct**

\_\_\_\_\_ Chair

\_\_\_\_\_ Secretary



Denotes an action item.

|   |  |  |
|---|--|--|
|  | <p>Area 'E' Parks and Recreation</p> <p>Advisory Commission</p> <p>Minutes Regular Meeting</p> | <p>March 27, 2008</p> <p>Swansea Point Fire Hall</p> <p>File: 6140 70 03</p> |
|---|--|--|

**Commissioners:**

Sandra Moody  
 Brian Magowan  
 Whit Lee  
 Deborah Ritchie  
 Clay Eastland  
 Joyce Balestra  
 Joanne Held

Non-Voting Members

Michelle Wolff  
 Lori Schneider Wood

**Public: Jennifer Gavel**

**Staff:**

Susan Abbott  
 Roger Beardmore

**Absent:** Michelle Wolff

**Ex Officio:** Rhona Martin

**A. Business General**

- |                              |   |
|------------------------------|---|
| <b>1 Call to Order</b>       | The meeting was called to order by the Chair at 7:10 PM   |
| <b>2 Adoption of Agenda</b>  | <b>Motion #E 2008-04-1 To accept the agenda as amended. Magowan/Schneider Wood. Carried. (Amendments: 1 Attendance - Schneider Wood has no hyphen 2. Section C Item 1 Line 1- remove 'y' end of line)</b> |
| <b>3 Adoption of Minutes</b> | <b>Motion #E 2008-04-2 To accept Minutes of January 22, 2008- Moody/Ritchie Carried</b>   |
| <b>4 Guests</b>              | Jennifer Gavel  |
| <b>5 Correspondence</b>      | none  |

**B. CSR D Report**

- |  |   |
|--|---|
| <b>1 Vacant Commissioner's Position</b>  | Val Holmes was interested, but declined due to other commitments. Susan reported the ad is still in the paper, so hopefully we get someone soon.  |
| <b>2 CSR D Board response to Request for Application to MoT and ILMB for Swansea Point Lake Accesses</b> | \$23,000.00 has been approved \$2,000.00 x 7 sites for surveys, \$3,000.00 x 3 Environmental Impact Assessments (EIA) for high priority sites.  |
| <b>3 Review of development processes for typical park, water access, trail</b>                           | Roger went over the details re handout sheet "Parks Planning and Implementation Process" The upshot is it takes lots of paperwork between the idea and the shovel.  |
| <b>4 Swansea Point Community Association re: dock recapitalization (BC Gaming Commission grant)</b>      | BC Gaming Commission allows the \$20,000.00 grant to be spent within 12 months for the purpose stated. The day after the 12 month period when the project is finished, the BC Gaming Commission is not concerned with the tenure of the property. |

## C. Park Business

- 1 **Review Budget 2008 - 2011** Roger took us through the handout sheet "Budget List By Function"
- 2 **Establish priorities for 2008 and 2009- Review of high priority sites and general costs associated**

Roger went through the "Area E Capital Budget 2008" handout sheet, and we applied the money to each site.

  1. Eton Road \$10,000.00
  2. Oxford Road \$25,000.00
  3. Windsor Road \$5,000.00 (dock)
  5. Malakwa Community Park \$40,000.00
  10. Owlhead Falls Trail \$20,000.00
  11. Perry River Canyon \$5,000.00
  12. Cambridge Road (Medium) \$25,000.00
  13. Sicamous Creek Trails \$20,000.00

Total Money Applied \$150,000.00  
Balestra/Ritchie. Accepted

## D. Public Participation -

## E. Administration

1. **Travel forms** Susan handed out copies for people to use
2. **Commission Photo** postponed until we have a full house

## F. In Camera

None required

## G. Adjournment / Next Meetings

|                 |                   |                 |                 |
|-----------------|-------------------|-----------------|-----------------|
| <b>April</b>    | April 17, 2008    | <b>May</b>      | May 22, 2008    |
| <b>Location</b> | Malakwa Fire Hall | <b>Location</b> | To be announced |

## Certified Correct

**Chair**

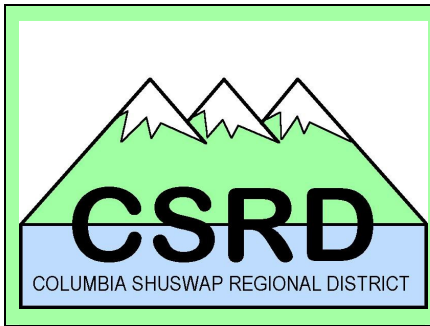
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**Secretary**

signature

date



**Area E**

**Community Parks and Recreation  
Advisory Commission**

**Minutes of Commission Meeting**

**April 17, 2008**

**Malakwa Fire Hall  
Malakwa, BC**

**File # 6140 70 03**

**Present:** Joyce Balestra  
Joanne Held  
Sandra Moody  
Deb Ritchie  
Brian Magowan  
Clay Eastland  
Michelle Wolff  
Lori Schneider Wood

**Ex Officio:**  
Rhona Martin  
**Staff:**  
Roger Beardmore  
Susan Abbott

**Guests:**  
Jennifer A. Gavel

**Absent:** Whit Lee  
Brian Magowan

**Guests:** Jennifer Gavel

**A. Business General**

- 1 **Call to Order** The meeting was called to order by the Chair at 7:05 PM, Joyce Balestra Chair.
- 2 **Adoption of Agenda** Moved as amended by Sandy Moody, Seconded by Michelle Wolff  
**Motion # 2008-04-1 Carried.**
- 3 **Adoption of Minutes** Minutes of March 27, 2008- moved by Deb Ritchie, Seconded by Clay Eastland  
**Motion #2008-04-2 Carried.**
- 4 **Guests** Jennifer Gavel
- 5 **Correspondence** None

**B. CSRD Report**

- 1 **Vacant Commissioner's Position** Jennifer A. Gavel expressed interest in serving as a Community Parks and Recreation Commissioner. After a discussion with staff, Jennifer's name has been recommended to the board to become a Commissioner.
- 2 **Area E Capital Budget Additional Expenditures** The Proposed Capital Budget was recommended to the Board and approved.  
  
Fifteen percent of the 2008 Capital budget (\$22,750.00) is currently available for preliminary work such as surveys, applications and studies has been approved by the board.  
  
This money is in addition to the money approved survey work and environmental reports of the seven (7) Swansea Point Rights of Way.  
  
Detailed plans and cost estimate of each site in the 2008 Capital Budget shall be submitted for Board approval prior to the balance of the money released and to the public at a Public Open House.

### 3 Results of Surveys of the Swansea Point Road Rights of Way

Susan Abbott presented the land surveys of the seven ministry of Transportation Right-of-Way (& MoT RoW) at Swansea Point. These surveys cannot be released to the public as the property does not belong to the CSRD.

The surveys were produced for application to MoT for Licence of Occupation or Lease of the sites. Surveys indicate there are encroachments into the RoW and this will become part of the discussions with MoT. MoT and ILMB have forwarded copies of all agreements on these seven RoW.

CSRD has paid for surveys of the 7 sites, and will be discussing with MoT about the encroachments on some sites. Environmental reports will be needed on those sites for development in 2008.

CSRD has initiated dialogues with MoT, ILMB, the Swansea Point Community Association and the strata council for the development of the seven sites.

### 4 Mara Lake Rest Stop Update

Roger has spoken to MoT about the possibility of developing a boat launch at the current site of the Mara Lake Rest Stop. They are amenable to any proposals, but note that there are many problems to address. Access and egress from the highway into the site for vehicles pulling boats and trailers may require turning lanes which are beyond the budget of the Area E CPRAC. Parking may be accommodated on CSRD land across the highway rest stop, however, a safe method for pedestrians to cross the highway must be determined. There are many other issues to be addressed before approval can be considered.

## C. Park Business

### 1 Malakwa Community Park – Agreement and Tenure Options

The area identified as the Malakwa Community Park consists of two lots and two owners; the Malakwa Community Association (MCA) and the Farmers' Institute (FI). Transfer of ownership from FI to the MCA is imminent.

The 2008 budget identified this property for improvement and the CSRD requires tenure of the property as development is with CSRD funds. Roger will pursue an Agreement between the CSRD and MCA prior to plans and development.

The MCA would like to put in a well, and we will need to talk with them about other amenities they would like to see in the park.

### 2 Swansea Point Master Plan

Roger went through the "Area E Capital Budget 2008" handout sheet, and we applied the money to each site.

**Motion #E 2008-04-3 Recommend to the CSRD Board Additions to the 2008 Capital Budget of \$150,000.00, allocated as above. Balestra/Ritchie. Carried**

## D. Public Participation -

## E. Administration

### 1. Travel forms

Susan handed out copies for people to use

### 2. Commission Photo

Postponed until we have a full house

## F. In Camera

None required

## G. Next Meetings / Adjournment

### 1. Next Meetings

|                 |                            |                 |                 |
|-----------------|----------------------------|-----------------|-----------------|
| <b>May</b>      | May 22, 2008               | <b>June</b>     | June 19, 2008.  |
| <b>Location</b> | Swansea Point<br>Fire Hall | <b>Location</b> | To be announced |

### 2. Adjournment

**Motion #E 2008-04-4-Meeting Adjournment 9:00t of \$150,000.00, allocated as above. Moody/Balestra. Carried**

## Certified Correct

### Chair

signature

date

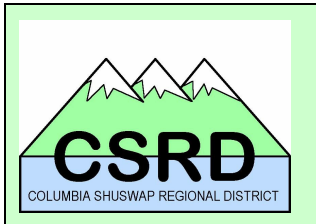
### Secretary

signature

date



Denotes an action item



# Electoral Area E Parks and Recreation Advisory Commission Minutes

MAY 22, 2008

Swansea Point Fire Hall

File # 6140 70 03

### Commissioners:

#### Voting Members in Attendance:

Sandra Moody  
Jennifer Gavel  
Brian Magowan  
Whit Lee  
Deborah Ritchie  
Clay Eastland  
Joanne Held

#### Non-Voting Commissioners in Attendance:

Michelle Wolff  
Lori Schneider Wood

#### Staff:

Susan Abbott  
Roger Beardmore

#### Absent: Joyce Balestra

Ex Officio: Rhona Martin

## A. Business General

- 1 **Call to Order** The meeting was called to order by the Chair at 7:10 PM
- 2 **Adoption of Agenda** **Motion #E 2008-05-1** To accept the agenda. Moved by Wolff and Eastland. Carried.
- 3 **Adoption of Minutes** **Motion #E 2008-05-2** To accept Minutes of May 22nd-Moved by Lee and Held. Carried.
- 4 **Guests** none
- 5 **Correspondence** A letter from Doug Vale, president of the Swansea Point Community Association to the Commissioners, staff, to state that the Cambridge Road post office will not be moved.  
Roger received an email also from Doug Vail, re: license of occupation specific to the boat launch. The Association is concerned with jeopardizing the \$20,000.00 they have been granted. Roger suggested that we set up a meeting with the Community Association to clear up any misconceptions.

## B. In Camera

n/a

## C. CSR D Report

- 1 **Vacant Commissioner's Position** Jennifer Gavel had been appointed by the board as our new Commissioner.  
Welcome Jennifer.
- 2 **Status of Malakwa Community Park ownership** The Farmers Institute is transferring title of parcel in Community Park to Malakwa Community Association (MCA). MCA has preliminary drawings of a new Community Hall intended for the park. The Hall is designed to hold 200-250 people for reunions, weddings, and music festival – with toilets accessible from outside and the kitchen with a window to facilitate outdoor events. Power was brought to the park last year, and this year, they intend to drill a new well.
- 3 **Report on Sicamous Spring Fling - Shared Booth with Shuswap Hut and Trail Alliance** Lori Schneider Wood said Michelle Wolff and Committee did good work staffing the booth. The Fling was well attended. Lots of comments were received on the Swansea Point boat launch, either wanting one and/or Sicamous people saying that it is always busy. The other request most



often was the need for updated hiking maps. The people would like more and varied trails, something for everyone, seniors, families, hard core hikers, etc.

**D. Park Business**

**1 Lizard Trail**

Lori said it needs some serious maintenance. It is heavily used in the winter and parking area is not plowed regularly, and there is a need for a parking lot. Roger suggested that we do a walk about to see what work needs to be done, and project costs. We can start the process as it may take a few weeks for MoTSA approval. Ken Gibson does have some money for Rec Site maintenance and needs to be consulted.

**Swansea Point Park Master Plan Exercise**

Before the meeting today, the commission members met at 5pm and did the walk about of the 7 Swansea Point Road Right of Ways. The discussion during the meeting identified priorities detailed in Appendix 1.

**3 Swansea Point - Community Consultation Plan**

Roger suggested we should plan an Public Open House about mid-July so that seasonal and year-round residents can speak to our proposals and offer additional or different ideas for the development of the Road Rights of Way.

**4 Malakwa - Community Consultation Plan**

Rhona suggests waiting until mid to late summer for the community consultation in Malakwa.

**5 Further Budget Discussion**

When Susan starts putting the plan together, this will indicate what our budget will be for the building and maintenance of each site.

**E. Public Participation -**

n/a

**F. Next Meetings / Adjournment**

**1. Next Meetings**

| June meeting | June 26, 2008 | July meeting | July 24, 2008 |
|--------------|---------------|--------------|---------------|
| Location     | TBA           | Location     | TBA           |

**2. Adjournment**

Motion #E 2008-05-3 Meeting Adjournment 8:45pm.Schnieder Wood/Wolff. Carried.

**Certified Correct**

**Chair**

signature

date

**Secretary**

signature

date

Appendix 1 attached.

## Appendix 1

### Area 'E' Swansea Point - Site visit and Discussions

Discussions ended with the general understanding and acceptance that:

1. Windsor Boat Launch be left alone for the Swansea Point Community Association to re-capitalize, if that is their intent.
2. Cambridge and Oxford should be our high priority sites as they offer the greatest potential to develop as public water access parks.
3. Cambridge and Oxford should offer safe swimming areas with no motorized traffic, public toilet facilities, garbage cans, limited passenger vehicle parking (but not for boat trailers), signs and perhaps some lighting.
4. Cambridge should still accommodate existing Post office boxes, should maintain as many trees as possible to provide some shade, perhaps have small set of play equipment for young children, develop the beach and grassy area experiences for family-oriented water recreation
5. Oxford should have picnic table(s), garbage cans, offer sun-oriented activities such as beach volleyball.
6. Have some sites designated for people to take their dogs onto the beach and into the water and others where dogs are not allowed.

Other offerings suggested for Swansea Point Water Accesses include the following in no particular order:

1. shade
2. dog poop bags
3. diving platform
4. BBQ facilities
5. swimming
6. boating access
7. horseshoe pits
8. playground
9. picnicking
10. volleyball
11. suntanning
12. kayak and canoe launching sites
13. orientation maps of all Swansea Point sites and features of each
14. beach walk
15. day marina
16. play structures
17. drinking fountain
18. bike connection and bike racks

Some specific activities were suggested for specific sites:

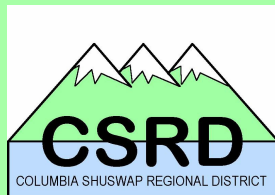
Westminster – playground, trees kept but ground plane cleaned up, beach related activities

Eton – clean up, picnic tables, garbage cans

Swanson – volleyball, playground

Cantebury – shade activities

All Sites – have 'FUTURE PARK' signs to help residents get used to the idea of this being public land



**Electoral Area E  
Parks and Recreation Advisory  
Commission Minutes**

**July 10, 2008  
Swansea Point Fire Hall**

**File # 6140 70 03**

**Commissioners:**

Sandra Moody  
Brian Magowan  
Jennifer Gavel  
Deborah Ritchie  
Clay Eastland  
Joyce Balestra

**Non-Voting Members**

Michelle Wolff  
Lori Schneider Wood

**Staff:**

Susan Abbott  
Roger Beardmore

**Absent:** Michelle Wolff

**Ex Officio:** Rhona Martin

**Guests:**

**A. Business General**

- 1 Call to Order** The meeting was called to order by the Chair at 7:05 PM
- 2 Adoption of Agenda** **Motion #E 2008-05-1** To accept the agenda. Moody and Eastland. Carried.
- 3 Adoption of Minutes** **Motion #E 2008-05-2** To accept Minutes of May 22nd, 2008- Moody/ Carried
- 4 Guests** none
- 5 Correspondence**
  - A. Email from Phil McIntyre Paul re: Bayview Sicamous River Alliance Trail System. See attached Map.
  - B. Email from Swansea Point Community Association re: Site Mtg. Susan met with Doug Vale (president of the Swansea Point Community Association).
  - C. Email from Peter Gooch regarding signs at Swansea Point.

**B. CSR D Report**

- 1 Report on the meeting with Doug Vale, Pres. of the Swansea Point Community Association**

Susan met with Doug Vail and Helen Pearson at Windsor Road Right-of-way to discuss the Licences of Occupation and other permissions issued by the BC Government departments on properties around Swansea Point. We found we were on the same page on all issues:

  - 1. Sites to be developed as Community parks – not regional and not as a tourist destination. Boat launch for emergency first, community second. No public parking offered anywhere for launching a boat.
  - 2. Work on Windsor should be completed by the Community Association before the CSR D gets involved. They understand how and why all 7 sites have been identified for CSR D Lic of Occupation with the MoT application but expect it will only be a couple of days or weeks before the work is complete. Parking at Windsor only for Emergency vehicles. Community members will learn that they are to bring their boats and vehicles to launch, then drive home with these units, then return by foot or bicycle to get on the boat. CSR D will provide a bike rack at Windsor and perhaps other sites to encourage this activity.
  - 3. Few parking spaces at each of the other sites. No parking for vehicles with boat trailers. Orientation sign to let visitors know what each site

features, regulatory signs (No overnight parking, No Camping).

4. MoT still has to be involved with parking issues as CSRD has no authority.

5. Community Association wants confirmation that the sites will be cleaned of debris each spring at CSRD expense, not theirs and that they can cancel their insurance coverage once CSRD takes over sites.

6. Oxford to remain a public beach. They will approach Community at the next AGM to confirm CSRD assume Lic of Occ at Oxford for swimming beach.

7. Community members will want to bring their dogs to the lake and along the beach at the right of ways.

8. Promise to keep all communications open and honest. I will send copy of application and they will send copy of letters of our collaboration and co-operation for our arrangements to me, MoT and ILBM as needed.

**2 Application to Ministry of Transportation - Licenses of Occupation - 7 Road Rights-of- Way at Swansea Point**

The application went in July 12th for all 7 sites .Windsor Road - claims for use and construction on the road right-of-ways for public lake access . Once we receive permission from MoT to apply for ILMB Licences of Occupation, Susan will send that in as well.

At Windsor Road there is a ramp there for fire protection (this is the main reason it is there). All emergency services answering calls on the lake use this ramp. Susan is waiting to see if this is correct from the fire chief. There will be 2 parking spaces for emergency vehicles only at Windsor.

**3 Status of Malakwa Community Park Ownership**

Rhona said they are still waiting for representation from the Farmer's Association.

## C. Park Business

**1 Private Moorage and Navigation, camping and parking issues at Swansea Point -CSRD involvement**

Issues and complaints about moorage and buoys is not regulated by the CSRD. These are the jurisdiction of ILMB for docks and buoys and issues of navigation and access are federally regulated through Navigation Canada. There is an OCP process currently underway that introduces zoning the surface of Mara Lake. Question regarding access and use of the lake should be directed to these agencies. The CSRD is applying to ILMB for Licences of Occupation for the 7 sites to ensure that buoys and docks, etc. will not be placed in front of public lake accesses which will be used for launching boats and swimming.

**2 Swansea Point Park Master Plan Exercise -**

The new name is Swansea Point Parks Development Concept Plan (see map). Through discussions, the consensus is to not assign specific features to each site but to offer the minimal development of each site (bench, garbage can, parking for a few vehicles, etc.) and then a list of more specialized amenities to be placed where residence feel they would best serve. The amenities in this plan were suggestions from the Commissioners but may not reflect those needs of the community.

Rhona suggested making it very clear that the CSRD provide maintenance and if necessary, a security service once the lake accesses are developed, otherwise the Association will be opposed due to the messes left behind. Who will enforce the rules and what security is there for people after hours with partying, fires out, etc. Signs at each site with the orientation of all of the sites on each sign.

**3 Communications Policy**

Direct all communications with outside groups to Susan, Roger or the Chair. As much as possible, messages from the commission shall be in writing to the correspondent and be a message from the Commission, rather than personal comments. Reminder that Commissioners

- 4 **Area 'E' Official Community Plan** represent all the people of Area E and in their roles as Commissioner, cannot provide personal opinions or concerns as those reflected by the Commission.  
Public Meeting on the proposed OCP on July 16th, includes zoning of the lake surface.
- 5 **Organization of Field Trip** A suggestion to co-ordinate all Commissioners and have a one day orientation day in Sept. so Commissioners can become familiar with proposed parks and trail site in the Parks Plan. Susan will email for dates good for most people
- 6 **Draft Park Bylaw** Roger said to implement and enforce the rules, we need feedback. What do we want to see? Send Roger comments.

**D. Public Participation -**

- 1 **Swansea Point Parks and Recreation Public Meeting and Open house** Consultation is July 19<sup>th</sup>, 2008 - 10:00 am to noon at the Swansea Point Fire Hall – to ensure Parks and Rec issues are the focus of this meeting, Marcin Pachinski, CSRD Planner will conduct a short session at noon to 12:30 pm after the Public Open House on rights and privileges, permits and requirements for buoys and moorage of boats in the lake.
- 2 **Area 'E' O.C.P.** Consultation is August 16, 2008 – Sicamous Recreation Centre

**E. In Camera**

None required

**G. Next Meetings / Adjournment**

- 1. **Next Meetings**
  - Date** August 28, 2008
  - Location** Swansea Point Fire Hall
- 2. **Adjournment** 8:35pm Balestra/Gavel #E 2008-05-3

**Certified Correct**

**Chair**

**Secretary** signature date

signature date

Update of 2008 Projects:

| Project                | Original Priority | Comments on Update  |
|------------------------|-------------------|---|
|                        | Current Priority  |   |
| Windsor Road           | High              | Survey complete. LO application underway. SPtCA to complete \$20,000 of pier repairs by Sept '08. Contractors expected any day to complete the pilings.No parking except designated 24 hours/day, 7 days/week for emergency vehicles. Part of Master Planning exercise. Open House July 19 <sup>th</sup> . Private individual offering valet parking of vehicles. |
|                        | High              |   |
| Eton Road              | High              | Survey complete. LO application underway. Part of Master Planning exercise. Open House July 19 <sup>th</sup> .  |
|                        | High              |   |
| Oxford Road            | High              | Survey complete. LO application underway. Maintain status a major public beach. Sign to be installed. Part of Master Planning exercise. Open House July 19 <sup>th</sup> .  |
|                        | High              |   |
| Yard Creek Campground  | High              | Requested by Malakwa Community Association (MCA) to have CSRD secure a lease and sub-contract operation and maintenance to local group. Non-profit operation, employs several local residents and provide alternative camping and hiking experience to locals and travellers.   |
|                        | High              |   |
| Malakwa Community Park | High              | Two titles, waiting for confirmation of transfer from Farmers' Institute to MCA. Development to foster use of space for sporting and cultural events. Community Open House later this summer.   |
|                        | High              |   |
| Gorge Creek Trail      | High              |   |
|                        | High              |   |
| Owlhead Falls Trail    | High              |   |
|                        | High              |   |
| Eagle Pass Trail       | High              |   |
|                        | High              |   |
| Mara Mountain Trail    | High              |   |
|                        | High              |   |
| Perry River Canyon     | High              |   |
|                        | High              |   |
|                        | Medium            | Survey complete. LO application underway. Current   |

|                      |        |  |
|----------------------|--------|--|
| Cambridge Road       | High   | site of Canada Post Boxes. SPtCA amenable to discussing alternate location within RoW for boxes for greater efficiency. Sign to be installed. Part of Master Planning exercise. Open House July 19 <sup>th</sup> . |
| Westminster Road     | Medium | Survey complete. LO application underway. Sign to be installed. Part of Master Planning exercise. Open House July 19 <sup>th</sup> .   |
|                      | High   |  |
| Canterbury Road      | Low    | Survey complete. LO application underway. Sign to be installed. Part of Master Planning exercise. Open House July 19 <sup>th</sup> .   |
|                      | High   |  |
| Swanson Road         | Low    | Survey complete. LO application underway. Sign to be installed. Part of Master Planning exercise. Open House July 19 <sup>th</sup> .   |
|                      | High   |  |
| Sicamous Creek Trail | Medium | Schedule for next field trip. Timing to co-ordinate with efforts of Shuswap Hut and Trail  |
|                      | High   |  |



**CSRD – Sicamous - Malakwa  
Area 'E' Community Parks and  
Recreation Advisory Commission  
Agenda of Commission Meeting**

**September 27, 2008  
2:00 pm  
Sicamous Chamber of  
Commerce  
110 Findlayson Street  
Sicamous, BC**

**File: 6140 70 03**

**A. Business General**

- 1 Call to Order
- 2 Adoption of Agenda
- 3 Adoption of Minutes – September 03, 2008. Signatures are needed file copy.
- 4 Introduction of Guests
- 5 Correspondence -

**B. In Camera**

n/a

**C. CSRD Report (for information)**

- 1 Reminder for Commissioners whose term expires Nov 2008 – check the paper for the advertisement Call of Interest. Please call Marianne Mertens to set up an interview and put together a quick resume with highlights. Interviews to be held on the day of Oct 23.

**D. Park Business (for decisions)**

- 1 2008 Budget
  - Capital Operating Expenses
  - Trail budget available for matching funds application
- 2 Five Year Budget Projection

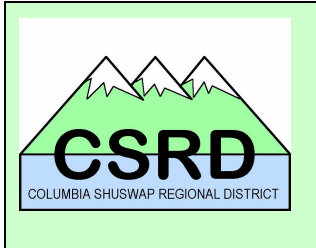
**E. Public Participation**

n/a

**Adjournment / Next Meetings**

Next Meeting:





# Electoral Area E Parks and Recreation Advisory Commission Minutes

**September 03, 2008**  
(August 28 meeting did not have a quorum.)

**Swansea Point Fire Hall**

**File # 6140 70 03**

### Commissioners:

#### Voting Members in Attendance:

Sandra Moody  
Jennifer Gavel  
Brian Magowan  
Deborah Ritchie  
Clay Eastland  
Joyce Balestra

#### Non-Voting Commissioners in

**Attendance:**  
Lori Schneider Wood

#### Staff:

Susan Abbott  
Roger Beardmore

#### Absent:

Whit Lee  
Joanne Held  
Michelle Wolf

**Ex Officio:** Rhona Martin

## A. Business General

- 1 Call to Order** The meeting was called to order by the Chair at 7:05 PM
- 2 Adoption of Agenda** **Motion #E 2008-09-1** To accept the agenda. Moved by Schneider Wood and Balestra. Carried.
- 3 Adoption of Minutes** **Motion #E 2008-09-2** To accept Minutes of July 10/08 -Moved by Moody and Eastland. Carried.
- 4 Introduction of Guests/Delegates** Phil McIntyre-Paul, Shuswap Trail Alliance
- 5 Correspondence**
  - A. email from Phil McIntyre-Paul re: Bayview Sicamous River Alliance Trail System. Phil goes into this in detail. See D. 1.
  - B. letter from Swansea Point Community Association - Windsor and Oxford turn over. Joyce Balestra is a Swansea Point resident and therefore many Swansea Point residents talk to her about their concerns. Joyce said that some residents are concerned because using the public access is the only way to get into their homes. Joyce would like each case to be seen and decided on individually. Rhona suggested to Joyce that she refer any concerns of other residents to Susan because Joyce shouldn't be bearing the brunt of the concerns of residents alone.
  - C. email from Peter Gooch regarding signs at Swansea Point. This will have to be decided on next year, as the season is over now and parking is not an issue any more.

## B. In Camera

n/a

## C. CSR D Report

- 1 Report on Open House – Swansea Point Fire Hall, July 19, 2008** It was a good turn out with 57 people most over 50 years old. At an earlier meeting of the advisory commission we identified the features the Commissioners thought suitable to enhance each of the 7 public lake accesses at Swansea Point. At the Open House these amenities were discussed and the results are summarized in the handout (see

attachment). Susan reviewed the priority of sites to be developed with the audience, as the priorities established in the Park Plan were set by the greater Area E community, not the immediate community. This resulted in the following priorities, listed in order, highest to lowest:

1. Windsor Road (boat launch)
2. Oxford Road (public beach)
3. Cambridge Road (where post boxes are currently located)
4. Swansea Point (adjacent to Strata)
5. Westminster, Canterbury and Eton – of equal priority

As a result of the Open House, Susan received a total of 5 letters/emails; two from Remington (Swanson Rd), one from Bates (Oxford Rd), one from Park (Oxford), one from Vavra (Cambridge Rd). No comment cards were received at or after the Open House, but a total of five letters/emails were received.

## **2 Meetings with Mara Lake Strata and Meeting with neighbours Remington and Beardsell**

Susan met twice with the members from the Board of Directors of the Mara Lake Strata Corporation to discuss the actual boundaries of the property vs. their perceived boundary of the strata property, conditions of their ILMB Licence of Occupation, and implications and possibilities of the development of the lake access into public park. After extensive research and discussions with TRAN and ILMB, we find that the current dock and boat slips within the extended boundary of the road right of way are not allowed within the current or past Licences of Occupation between the Strata and ILMB. There is no record that can be found at TRAN or with the Strata that gives written permission to the Strata to fence and use the road right of way for any specified purpose. A newspaper article from the Eagle Valley News, September 26, 1979, recognizes that “the *foreshore lease* extends 30 feet beyond the property line”, confirming that former members of the Strata Board of Directors understood that the boundaries.

Susan also met with Bryce and Kathy Remington (neighbours on the west of Swanson Rd), Barry Beardsell (neighbour to the west of the Remingtons”) and Mr. Beardsell’s son-in-law about their concerns about development at the end of Swanson Road. Their letters (2) and Susan’s reply are attached. Their greatest concerns were other people using the water in front of their property and access to a garage and parking space they created between the garage that faces Swanbeach Road and their home. Research shows that they applied and received a variance for their original garage that is entered from Swanbeach Rd for this garage to be placed 2 m from Swanbeach Rd, rather than the 4.5 m required. There is no record of variance or permission for access to their property off of Swanson Road. In the event that an application or variance or licence was granted and TRAN had no record, Remingtons were asked to provide a copy of any records of rights granted to them for Swanson Road right of way.

Joyce Balestra reported meeting with Remingtons separately. Susan had sent a copy of the first Remington letter and her replies to Joyce before the meeting to ensure that a single message is communicated. All Commissioners reminded that they represent ALL residents of Area ‘E’, and if they are contacted as a Commissioner, they are to refer inquiries to Susan or Roger and finally, that staff or the Chair are official spokespersons of the Commission.

## D. Park Business

### 1 Sicamous Creek Trail System Presentation Phil McIntyre- Paul

Phil is the co-ordinator and 1 of the founders of the Shuswap Trail Alliance formed 5 years ago. The key agenda is the Sicamous Trail. What has been done and what will happen in the future. See Map "Bayview Sicamous Creek Trail System - proposed Trails and Existing Trails".

IS it possible to work co-operatively with all electoral areas to achieve getting together to achieve the larger goal; connect Salmon Arm, Sicamous, Shuswap areas, north and south of the highway and to share knowledge and resources. The first pilot project was Area C several years ago connecting Blind Bay with White Lake.

With the Shuswap Trail Strategy the trailhead hubs are the key. Many area residents and tourists want non-motorized trails and greenways. By combining funds and partnering, there is greater access to the backcountry. Partners include Splatshin Band, CSRD, District of Sicamous, Trail Alliance, Ministry of Forests, forest companies with timber lots, etc. The Trail Alliance is concerned with building non-motorized trail. If the route generally follows a logging road, the Alliance would not use the road but build a separate route to maintain the ambience of a trail.

Some parts of the trail system are suited to horses and mountain biking but primarily they are designed for the hiker.

As many funding programs require applicant match the amount, if we pool our funds from various Electoral Area CPRAC's, we have better chances of multiplying the resource. Commissioners agreed that this action would be favoured and that this be central to the discussions at the up-coming budget meeting for 2009.

**Motion #E 2008-09-3.** The Area 'E' CPRAC will support this draft proposal from the Shuswap Trail Alliance of the Bayview Sicamous Creek Trail System. Moved by Balestra/ Gavel. Unanimous agreement.

**Motion #E 2008-09-4.** That our group write a letter to request financial support from the District of Sicamous to support the Trail Alliance. Moved by Schneider Wood and Seconded by Eastland. Unanimously carried.

### 2 Sicamous Creek Trail System Discussion with MoTCA Recreation Officer, Aina Cernenoks- Susan

Susan met with Aina Cernenoks (MoTCA) on Sicamous Creek Trail. There are no records of permission to build and/or maintain this trail on BC Crown land. Therefore it will have to be submitted to the entire process. The package prepared by Phil McIntyre-Paul was well-received and seen to be complete and accurate (GIS located trails). Aina will take this back for discussion with Ken Gibson. First Nations approval is needed and an archaeological assessment before any work can be started.

### 3 Presentation of Turtle Bay as a Potentially Environmentally-Sensitive Area - Joyce Balestra

Joyce Balestra presented a letter and signatures of 11 Swansea Point residents, a map from a Houseboating Rental Company and photographs of the flora, fauna and use of Turtle Bay. She is concerned that the fauna and avi-fauna that live and use Turtle Bay are not protected by the OCP nor by the Area 'E' Parks Plan. After attending an OCP meeting, Joyce was surprised that Turtle Bay had not been recognized in some way as ecologically sensitive; as an ESA or as conservation park.

The information package was forwarded to the CSRD planner and then on to ILMB and Navigation Canada as an application as a privately-developed slalom water ski course for Turtle Bay is currently under review.

**Motion #E 2008-09-5: That CSRD staff investigate the possibility of protecting the wetlands of Turtle Bay as a conservation park and/or as an environmentally sensitive area through the OCP as it is habitat for Painted Turtles and many other wetland faunal and avi-faunal species. Eastwood / Schneider Wood 2nd. Carried unanimously.**

Commissioners would like staff to look into Turtle Bay as a potential conservation park and liaise with the CSRD OCP Planner and outside agencies with regards to possible formal protection.

**4 Five Year Financial Plan considerations**

Susan says we need another meeting in September to deal with budget only – hopefully a short meeting. Roger has not received the worksheets as yet.

When he does, they will be forwarded to all Commissioners so everyone can look them over before the next meeting. Should be pretty simple as only operating and capital need to be determined for the Financial Officer for Oct 9<sup>th</sup>.

**5 Organization of Field Trip**

When Susan starts putting the plan together, this will indicate for which day the meeting and field trip will be set. Saturdays seem better than Sunday for Commissioners. The meeting day will be preceded by a field day with some hiking, lunch and the budget meeting to follow.

**E. Public Participation -**

n/a

## F. Next Meetings / Adjournment

|          |   |   |
|----------|---|---|
| <b>1</b> | <b>Next Meetings</b>  |   |
|          | <p><b>September regular meeting to be a Field Day, hike, lunch and Budget Meeting</b></p> | <p><b>Date, time and meeting place to be announced as it will be combined with the Field Trip so that the Commissioners would not have to meet three times n the month. Our next meeting is to deal only with the budget for the upcoming year.</b></p> <p>Susan raised the issue that meetings do not have to be every month. The Bylaw states that there can be no fewer than 4 meetings per year. The suggestion is that we schedule regular meetings every other month and additional meetings can be set, if there is need. Discussion followed and the consensus was to reduce the number of meetings, starting by removing the October 2008 meeting.</p> |
| <b>2</b> | <b>Adjournment</b>  | <p><b>Motion #E 2008-10-6</b> to adjourn meeting at 8:45 pm. Gavel/Schneider Wood. Carried unanimously.</p>   |
|          |   |   |

## Certified Correct

**Chair**

signature

date

**Secretary**

signature

date



**Area 'E'**  
**Community Parks &  
Recreation Advisory  
Commission**  
**Minutes**

September 27, 2008 2:00 pm  
Sicamous Chamber of  
Commerce  
110 Findlayson Street  
Sicamous, BC

File: 6140 70 03

**Present**

**Commissioners:**

Joyce Balestra  
Brian Magowan  
Deb Ritchie  
Whit Lee  
Joanne Held  
Lori Schneider Wood  
Clay Eastland

**Ex Officio:**

Rhona Martin

**Staff:**

Roger Beardmore  
Susan Abbott

**Public:**

**Absent**

Michelle Wolff  
Sandra Moody

**Guests:**

none

**A. Business General**

- 1 **Call to Order** The meeting was called to order by the Chair at 2:00 AM by Brian Magowan
- 2 **Adoption of Agenda** Motion #E 2008-08-1 To accept the agenda. Moved by Joanne Held and seconded by Clay Eastland. Carried.
- 3 **Adoption of July 10/08 minutes** Motion #E 2008-08-2 To accept Minutes of July 10/08 -Moved by Whit Lee and seconded by Deb Ritchie. Carried.
- 4 **Introduction of Guests** none
- 5 **Correspondence** Ted Holmes wants the budget in by Oct. 6/08  
Mara Heights proposed park has some people turning their cars around on private property. Highways wants to do something different to address this.

**B. In Camera**

n/a

**C. CSR D Report**

- 1 **Commissioner Term Expiry** The term of half of the commissioners terminate after the November 2008 meeting and those who wish to continue are required to re-apply if we are interested. This is Sandra Moody, Deb Ritchie, Whit Lee, Brian Magowan and Michelle Wolff.

**D. Park Business**

- 1 **2008 Budget** Roger Beardmore presented the proposed budget for 2009. See the handout sheet "Columbia Shuswap Regional District Worksheet – 5 Year Financial Plan".

**-Capital Operating Expenses**  
-Trail budget available for matching funds application

The distinction between the Operating and Capital Expenses was discussed and learned that we have some flexibility to adjust assigned money within items in the Operating budget as long as we do not exceed the final approved Operating budget figure and that we will prepare a more detailed Capital budget to reflect the specific projects that we wish to tackle in 2009 based on the Commission's priorities. The CSRD Board will review our recommended Capital budget and once approved, we can spend accordingly to achieve our goals, but under no circumstances can be overspend that budget. Any unspent monies can be carried over to the next year.

Commissioners asked for clarification on a number of items:

- Revenue increase due to carry-over from 2008 budget and money being brought out of reserve will give us a good budget to get a start on construction next year, pending approval of the board. Roger cautioned that construction costs are high and that this amount will be quickly eaten up.
  - Property assessment is averaging \$85/year for parks. We need to show the people that parks are an asset and that the money will be well used. This means Commissioners must make careful choices of park and trail priorities and their geographic distribution as we will not have as subsequent budgets will reflect tax revenue only and maintenance costs and reserve deposits to re-capitalize our investments will increase once facilities are in place.
  - Seminars/Conference Training can be spent for Commissioners as well as staff to attend educational, informational or training sessions. It includes travel and accommodation for these sessions. We could invite a speaker or instructor if a specific need is expressed.
  - Swansea Point is a high priority but look for a balance as lake accesses are very expensive to construct and have on-going maintenance costs that must be account in each subsequent year's budget.
  - The budget will differ as the years progress. Now we are seeing money go into preliminary work (surveys, applications, environmental studies) and construction for next year.
  - The challenge for the Area E Commission is to be aware of fairness and openness in all parts of the electoral area. Clay Eastland mentioned Malakwa needs to be included as a priority as well. The field trip really was enlightening as it re-iterated that we have a great many potential places to spent our money and produce great recreation offerings.
- Whit Lee moved to accept the budget as presented and the motion was seconded by Clay Eastland. **#E 2008-08-3**
- Roger will forward the budget to the CSRD Finance staff for inclusion into the 2009 proposed budget to the CSRD Board of Directors.

NOTE:

- Joyce Balestra came to the meeting at 2:10pm, and Whit Lee and Joanne Held left the meeting at 2:40 pm, but we always had a quorum.

## **E. Public Presentation & Presentation**

n/a

## **F. Administration**

n/a

## **G. Adjournment/ Next Meetings**

- 1 Next Meeting November 27, 2008 Swansea Point Fire Hall
- 2 Adjournment Motion #E 2008-08-4 -Meeting Adjournment 2:45m.Jennifer Gavel and Clay Eastland. Carried.

**Certified Correct**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary