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**Minutes of a Special Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, November 5, 2013, at the Juan de Fuca Electoral Area Office, #2 – 6868
West Coast Road, Sooke, BC**

PRESENT: L. Paterson (Chair), A. Boquist, V. Braunschweig, K. Douch, S. Jorna,
M. Kimmel, P. Sloan
Staff: R. Hamilton, Parks & Recreation Manager; W. Miller, Recorder
ABSENT: C. Bennett, W. Vowles (Alternate Director)
PUBLIC: 2

The meeting was called to order at 2:02 p.m.

1. Approval of the Agenda

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

2. Chair's Report

No report.

3. Director's Report

No report.

4. Presentations/Delegations

No presentations/delegations.

5. New Business

a) Project Planning – Seagirt Ponds Preservation Society

R. Hamilton spoke to the project to remove Yellow Flag Iris from the ponds on November 12. It is anticipated that approximately two truckloads of rhizome mats will be removed.

It was advised that the Society has communicated interest in a number of initiatives for the park including a bench, kiosks and development of a management plan. Staff have relayed that the responsibility of developing a management plan rests with the Commission. Noting the cost of the removal project and interest in further improvements to the park, staff have suggested meeting with the Society to review potential project costs and timelines.

R. Hamilton responded to a question directed through the Chair advising that at least five days is required to register volunteers with the CRD. Volunteers cannot sign forms on the date of a scheduled work party. R. Hamilton advised that he will be on site for the removal project, monitoring all works.

MOVED by Commissioner Sloan, **SECONDED** by Commissioner Braunschweig that a meeting be held in January with the Seagirt Ponds Preservation Society to review project planning. **CARRIED**

At this time, R. Hamilton presented draft wording for the website to reflect the recreation programs and opportunities supported by the Commission. Commission comment was forwarded requesting that program support extended to East Sooke and the Juan de Fuca Community Trails Society be added to the website.

6. Public Question Period

Cleo Gardener, Shirley, questioned the residency of Shirley/Jordan River representative. It was advised that the representative resides in Shirley.

Cleo Gardener questioned if agenda Item 7 (Motion to Close the Meeting) should also include the location/community of the land being discussed. It was further questioned if proper notice of the meeting was provided noting that the Commission regularly meets at 3:00 p.m. and today's meeting started at 2:00 p.m.

Cleo Gardener stated that the role of the Commission is to act as an advisory body. Referencing this role, it was It was further stated that:

- the motion to close the meeting does not support fair public process
- holding meetings in the middle of the day does not support opportunity to receive public comment
- the public is not provided notice of if the Commission will rise with or without a report from the closed portion of the meeting
- without notice, the public is not present to consider/comment on the report from the closed portion

Staff advised that the location/community of the land being discussed does not have to be disclosed (agenda Item 7). Guidelines for notice of the special meeting were met.

7. Motion to Close the Meeting

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Jorna that the meeting close in accordance with the *Community Charter*, Part 4, Division 3, Section 90 (1) (e) acquisition, disposition or expropriation of land or improvements. **CARRIED**

The Commission closed the meeting at 2:20 p.m. and rose without report at 4:29 p.m.

8. Rise and Report

9. Next Meeting

January 28, 2014

10. Adjournment

The meeting adjourned at 4:30 p.m.

Louise Paterson, Chair

Wendy Miller, Recorder