

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of Monthly Meeting
Friday, April 15, 2016 (9:30 am)
Community Hall, North Pender Island

Present: John Chapman, Susan Parr, Arnie Alksne, Rob Fenton, Rob Burnett, David Howe (Director CRD SGI), June Klassen (EDC Support CRD SGI), Ben Symons (PIPRC Contractor), Alice (PIPRC Bookkeeper), and Shannon Brayford (PIPRC Recorder)

Regrets: None.

Public: None.

1. CALL TO ORDER

Vice Chair John Chapman called the meeting to order at 9:29 a.m. He made introductions and noted that former Chair, Michael Symons, had resigned from the Commission.

2. APPROVAL OF AGENDA

A recommendation was made to move the In-Camera portion to Item 5 to accommodate the departure schedule of those visiting from off-island.

MOTION: Moved by Dave Howe, seconded by Rob Fenton that the agenda, as amended, be approved. **CARRIED**

3. APPROVAL OF MINUTES

3.1 Minutes of Thursday, March 17, 2016

MOTION: Moved by Susan Parr, seconded by Arnie Alksne, to approve the minutes of Thursday, March 17, 2016 as presented.

4. ELECTIONS

Director Howe made a first call for nominations for the position of Chair. Rob Fenton nominated John Chapman and the nomination was accepted. Director Howe made a second and third call for nominations, however no further nominations were made.

By acclamation, John Chapman was named Chair of PIPRC and assumed his role as such.

Noting that the position of Vice Chair was now vacant, Chair Chapman made a first call for nominations for Vice Chair. Rob Fenton nominated Rob Burnett and the nomination was accepted. Chair Chapman made a second and third call for nominations, however no further nominations were made.

By acclamation, Rob Burnett was named Vice Chair of PIPRC.

It was noted that the Commission had recently experienced some disagreement among members regarding the Commission's general approach to Conflict of Interest. A discussion was held regarding Conflict of Interest. It was reported that there would be a meeting at the CRD in the upcoming week regarding the issue, and that those members in attendance would report back at the next meeting.

5. IN CAMERA

MOTION: Moved by Rob Fenton, seconded by Director Howe, that the meeting be closed to the public for the purpose of approving past in camera minutes and discussing personnel and/or property matters, and further that Recorder Shannon Brayford, Bookkeeper Alice, and EDC Support June Klassen remain present. **CARRIED**

Note: See separate In Camera Minutes of the same date for the discussion that followed.

MOTION: Moved by Rob Fenton, seconded by Rob Burnett, that the In Camera Meeting be adjourned, and the PIPRC meeting re-opened to the public. **CARRIED**

Note: Ben Symons arrived at the meeting at 10:48 am.

6. DELEGATIONS

Chair Chapman noted that the representatives from Moving Around Pender (MAP) had sent their regrets.

7. MAINTENANCE CONTRACTOR REPORT

7.1 Maintenance Contractor's Report

PIPRC Maintenance Contractor Ben Symons provided the following updates:

- The mowing season has begun.
- Enchanted Forest viewpoint and signage has been improved and a bench has been installed.
- Capstan Lane/Rope Road Trail has been moved to adjust for small infringement on neighbouring property.
- Historical Society's picnic and park clean up at Liliias Spalding has been arranged.
- Lawn mower at Liliias Spalding park broke beyond repair, but was replaced by a lawn mower donated by Arnold Alksne.
- First bench has been installed at the Magic Lake picnic area.
- The benches for Thieves and Shingle bay had been built, but with ongoing work to those sites, the benches could be installed at other locations.
- Binoculars have arrived and boxes will be built to mount on the back of benches.

Ben Symons reported that the Niagara Road Stairs have been repaired and replaced. He further remarked that the neighbouring property owner has continued to operate a motorized quad on the trail and adjacent properties. RCMP and Don Brown, CRD by-law enforcement, have been contacted, but no progress has been made.

A discussion was held regarding the property's road Right Of Way and the Licence Of Occupation. June Klassen noted that the Commission should review their Licence Of Occupation (LOO) to determine their potential liabilities in the matter. She said that she would discuss the issue with Don Brown, but asked that she be sent information, including a copy of the LOO and a map of the property. This was acknowledged by Rob Fenton.

A discussion was held regarding the filing system and June Klassen noted that the CRD does have a filing procedure that should be followed. She also noted that the agenda should be posted to the website seven days in advance of the meeting. This was acknowledged by the Chair.

Ben Symons remarked that he would like to put a picnic table on the LOO at Gowlland Point Access, however, he would need to confirm the boundaries of the property. Chair Chapman noted that he would review the LOO and report back.

A discussion was held regarding the proposed accessibility improvements at Boat Nook Ocean Access. There was general consensus that the PIPRC direct Ben Symons to develop a plan for the Boat Nook property accessibility improvements, including an estimate of the cost.

Ben Symons reported that he intended to install a sign and a bench on the Lot 66 property, but noted that the site still did not have an official name. A discussion was held regarding the property and the joint ownership with PICA. Chair Chapman noted that the PICA board meets next week and he would bring the issue to them at that time.

Ben Symons left the meeting at 11:25 a.m.

Note: In advance of leaving the meeting, June Klassen provided the following information regarding agenda item 8.2.

June Klassen reported that she had been contacted by the School District and that the joint use agreement is not with the CRD, but with the PIPRC itself. She further noted that with the current agreement, PIPRC programs and school programs are covered by the CRD insurance, but third party groups would not be covered.

Note: A break was held from 11:35-11:45 a.m. June Klassen and Director Howe left the meeting at this time.

8. PRIORITY ITEMS

8.1 Magic Lake Property Owners Society (MLPOS)

Chair Chapman reported that MLPOS had contacted John and invited a representative from PIPRC to attend the next meeting on May 9, 2016. Rob Burnett and Susan Par offered to attend. There was general consensus that they would attend and provide a brief overview of the Thieves Bay project.

8.2 Joint Use Agreement

Note: June Klassen provided information on this item in advance of departing from the meeting under item 7.1.

Rob Burnett and Arnie Alksne provided an overview of the recent meeting regarding the joint use agreement with the Pender Island school, noting the following points:

- The school board would like the users to assume responsibility for insurance costs.
- The current agreement was signed in 1976 and has not been revised since.
- School administrative time is being used to schedule the space for community use.

A discussion was held regarding the agreement and its history. There was general consensus that Rob Burnett would contact the School Trustee Anna Herlitz for clarification on whether the space under discussion was only the community room, or if it included additional spaces on the property

Rob Burnett and Arnie Alksne reported that they would attend an upcoming meeting on the issue on May 2, 2016 and would report back with recommendations at the next meeting.

8.3 Mortimer Spit

There was general consensus that Chair Chapman will assume responsibility for the project and will contact the Provincial Government regarding the possibility of using paving materials at the site.

Rob Fenton provided an overview of the site's history and the past challenges faced in repairing the pot holes. He recommended that if a paved solution was not possible, an ongoing maintenance contract for the site should be considered.

8.4 Picnic Shelter Park Resurfacing at Thieves Bay

There was general consensus that Chair Chapman would contact Ron Henshaw and request a quote for the drainage and resurfacing work at the site.

A discussion was held regarding involving other community groups in the picnic shelter project in order to share some of the cost. There was general consensus that after consolidating their plan for the shelter at the next meeting, the Commission would have sketches made that could then be presented to community groups.

Rob Burnett and Susan Parr noted that they would be attending the MLPOS meeting on May 9, 2016. There was general consensus that they would provide a general overview of the project.

9. CORRESPONDENCE

None.

10. REPORTS

10.1 Chairperson's Report

Chair Chapman noted that the Commonality Meeting had been postponed and asked everyone to return to the next meeting with their availability for a rescheduled date on a Tuesday or Wednesday in September.

Shannon Brayford was directed to check the availability of the Legion, Hope Bay Bible Camp, and Community Hall and report back to the Chair. This request was acknowledged.

Chair Chapman provided a list of proposed priorities for PIPRC including the following:

- Three vacancies on the commission.
- Commissioner training sessions.
- Commission planning session.
- Community engagement
- Master Plan update
- File system update
- Capital Improvement project prioritization
- Prepare for the recreation funding
- Volunteers (Trails and other duties)
- CRD PIPRC Website liaison.

A discussion of each priority was held and the following points were made:

- Rob Fenton noted that he had discussed with Director Howe hiring a consultant to facilitate a session in which the overall planning of the Commission can be addressed.
- Alice noted that there are 792 resident addresses and that mailed requests could be sent for public feedback on PIPRC projects.
- Susan Parr volunteered to facilitate the Recreation Funding. She noted that she would put a plan together and report back.
- Rob Fenton noted that once the shed was completed and properly outfitted Ben Symons would be able to task volunteers with jobs.
- It was generally agreed that the recorder, Shannon Brayford, would respond to the emails from trail volunteers with acknowledgement and thanks.

There was general consensus to hold a planning meeting on June 10, 2016 at 9:30 am at the Community Hall and to have a catered lunch provided. The Commission directed Shannon Brayford to book the space and hire the Vanilla Leaf Bakery to do the catering. The request was acknowledged.

10.2 Treasurer's Report

Rob Fenton provided an overview of the written report noting that the Commission was under-budget and that Contractor Ben Symons provides good value for the services, which contributes to the savings.

A discussion was held regarding the Capital Account and the accounting processes of the CRD. Bookkeeper Alice noted that the funds being withdrawn for Gardom Pond are not identified as such in the accounts and recommended that PIPRC seek greater transparency from the CRD.

Alice also provided an overview of the accounting process of the CRD and noted that the CRD was recommending revisions to its bookkeeping system of the PIPRC.

It was noted that Alice checks the PIPRC mailbox once a week. There was general consensus that John Chapman would take the duplicate key to Melody Pender to be held at the CRD office.

Note: Alice left the meeting at 12:56 pm.

10.3 Capital Regional District (CRD) Director's Report

None.

10.4 Recreation Report

None.

10.5 Communications Report

None.

10.6 Volunteer Coordinator

None.

11. NEW BUSINESS

11.1 Beach Clean Up

John Chapman reported that the event would be held on April 23, 2016.

11.2 Trail Books

Rob Fenton noted that the production costs for the trail books have not yet been covered by their sales. He recommended adding this topic to the planning session.

A discussion was regarding the possibility of having Commissioners at the Saturday Market to increase the Commission's visibility, sell the books, and receive public feedback.

Chair Chapman reported that there are still five boxes of books that require storage. Rob Burnett agreed to take the boxes. Chair Chapman noted that he would retrieve the boxes and deliver them to Rob Burnett's house.

11.3 Conflict of Interest

A brief and general conversation was held regarding the concept of conflict of interest and the subject of the upcoming meetings with the CRD. Rob Fenton noted that following the upcoming meeting with the CRD they would report back with the CRD's advice and continue the discussion at that time.

12. NEXT PIPRC MEETING

Scheduled for Friday, May 20, 2016 (9:30 am) at the Community Hall.

13. ADJOURNMENT

MOTION: Moved by Rob Fenton, seconded by Rob Burnett, that the meeting be adjourned at 1:11 pm. **CARRIED**