

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, August 19, 2016 (9:30 am)**  
**Community Hall, North Pender Island**

**Present:** John Chapman, Rob Burnett, Susan Parr, Ray Pink, Kathy Curtis, Rob Fenton, Tim Hall, Ben Symons (PIPRC Contractor)

**Regrets:** David Howe (Director CRD SGI), Arnie Alksne

**Public:** Five members of the public present.

**1. CALL TO ORDER**

Chair John Chapman called the meeting to order at 9:32 a.m.

**2. APPROVAL OF AGENDA**

Chair Chapman recommended removal of item number 4 as the scheduled delegate was not able to attend and an addition of item 10 "Records Keeping".

**MOTION:** Moved by Susan Parr, seconded by Rob Burnett, to approve the agenda as amended.  
**CARRIED**

**3. ADOPTION OF PAST MINUTES**

**a) Minutes of July 15, 2016**

**MOTION:** Moved by Ray Pink, seconded by Kathy Curtis, to adopt the minutes of July 15, 2016 as presented. **CARRIED.**

**4. DELEGATIONS AND PUBLIC PRESENTATION**

None.

**5. MAINTENANCE REPORT**

Maintenance Contractor Ben Symons provided a report, including the following points:

- Magic Lake recycling receptacle is being used effectively.
- Bosun and Galleon Trail stile has been repaired.
- Gardom Pond spill way was cleared.
- Found Road stairs and platform at the very top are becoming aged; a temporary repair has been made, but a replacement will be required at some point in the spring.
- Additional cages have been installed around trees at George Hill.
- Thieves Bay sign has been replaced and repaired, but not yet installed.
- Mount Menzies bike rack is being completed.
- "No Bike" signs have been obtained.

Chair Chapman noted that the railing down to the stairs at Found Round has become loose. Ben Symons acknowledged and replied that he will temporarily repair the railing, but noted that the site will require a more extensive replacement in the spring.

A discussion was held regarding a larger conservation project at George Hill. Ben Symons noted that there are areas that could be fenced and protected for the young oaks, the fawn lilies and the chocolate lilies. It was noted that PICCA may be interested and should be approached at some future time.

Regarding the Magic Lake picnic area, Ben Symons reported that Gulf Excavating has provided a quote for blasted rock of \$2500, installed.

**MOTION:** Moved by Tim Hall, seconded by Rob Burnett, that Pender Island Parks and Recreation direct Ben Symons to obtain a written quote from Gulf Excavating and approve the expenditure of \$2500.00, plus taxes, for the installation of blasted rock and removal of existing logs and rebar at the Magic Lake Picnic Site. **CARRIED**

A discussion was held regarding the installation of four-way signs. There was general consensus that the signs should be obtained.

Ray Pink reported that he and Arnie Alksne had met with the neighbours of Boat Nook Ocean Access regarding proposed improvements. He reported that the neighbours had expressed concern about the fire hydrant being blocked. There was general consensus that Ray Pink will work with Ben Symons to discuss the plans with the fire department. Ben Symons noted that he had built a wheelchair accessible picnic area for the site.

Ben Symons noted that he has a bench built and would like to install it at the Magic Lake Swimming Hole. There was general consensus that he should move forward with the installation.

A discussion was held regarding a concern submitted regarding a leaning tree at the disc golf course. There was general consensus that Ben Symons should meet with licensed arborist, Barry Robertson, for an opinion on the tree's safety.

Note: Rob Fenton arrived at 10:15 am.

A discussion was held regarding trail widening projects for improved access. Chair Chapman reported that he had spoken with the relevant parties at the Capital Regional District (CRD) and been directed to contact the Ministry of Transportation and Infrastructure (MOTI). Tim Hall volunteered to work with Ben Symons on the project.

A discussion was held regarding Bridges Road Ocean Access. Chair Chapman reported that a neighbour of the site has installed two parking spots, but additional spots may be desirable as it is a heavily used trail.

A discussion was held regarding Higgs Road Viewpoint and Drummond Bay improvements for wheelchair accessibility. Chair Chapman noted that he will contact real-estate at the CRD to see if permission can be gained.

Chair Chapman reported that he had contacted the Provincial Government regarding improvements to Mortimer Spit, but has not heard back. Rob Fenton reported that the repairs that were made early in the summer appear to have held up well under the heavy summer usage. A discussion was held and there was general consensus that the Commission will re-evaluate the site after the rainy season and consider sourcing similar repairs next spring.

Rob Fenton noted that the bench by the waterfall at the Enchanted Forest is in disrepair. Ben Symons remarked that the entire area requires improvements and recommended the installation of a covered bench. There was general consensus that Ben Symons should create a proposal for the next meeting.

A discussion was held regarding installing an outhouse in the Enchanted Forest. John Chapman reported that he would bring the past correspondence with the Islands Trust to the next meeting. A general discussion was held regarding potential future improvements to the Enchanted Forest.

A discussion was held regarding the shed. Ben Symons agreed that he would get bids from contractors to install the siding. It was recommended and acknowledged that the bid request would be posted on the Friends of PIPRC Facebook page and also noted in the upcoming Pender Post article.

## 6. IN-CAMERA MATTERS

**MOTION:** Moved by Rob Fenton, seconded by Rob Burnett, 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 remain present. **CARRIED**

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

**MOTION:** Moved by Rob Burnett, seconded by Arnie Alksne, that the In Camera Meeting be adjourned, and that the Pender Island Parks and Recreation Commission meeting be reopened to the public. **CARRIED**

Note: A break was held from from 11:50 am – 12:10 pm.

## 7. PRIORITY ITEMS

### a) School Use Agreement

Rob Burnett provided an overview of the issue for the new Commissioners. He noted that the CRD has reviewed the agreement and made some changes. He further reported that an ongoing committee has been formed and is anticipated to meet twice a year.

A discussion was held regarding whether PIPRC may purchase insurance for those groups not otherwise covered or provide financial support for the purchase of insurance by another means, such as through the Community Hall.

Chair Chapman noted that he had made written comments on the agreement and would like the other Commissioners to do the same. There was general consensus that the Commissioners will review the document and send written comments to Rob Burnett.

### b) Thieves Bay Improvements

Chair Chapman provided an overview of the issue and the potential improvements being considered. It was noted that the public should be included in the discussion through the Pender Post article and information at the Fall Fair.

Chair Chapman recommended having an artist create a representation of the idea to be put on display at open houses and noted that a local artist has volunteered their time. There was general consensus that this should be pursued.

A discussion was held regarding public concern and public response. There was general consensus that the neighbours in proximity to the park will be contacted first, prior to seeking further public consultation.

### c) Reprint of PIPRC Trail Maps

Chair Chapman noted that the maps have been printed and they are being distributed to stores and realty offices.

### d) Commonality Agenda and Planning

Chair Chapman noted that each Commissioner has a copy of the proposed agenda and that he is awaiting feedback from the other participating Commissions.

A discussion was held regarding whether to have Lively Peaks as the Field Trip or to consider an alternative. Chair Chapman asked Commissioners to consider options and submit recommendations.

General consensus that Recorder Shannon Brayford will contact the Pender Island Legion regarding the availability of the date and also seek bids on catering for approximately 35 people.

**e) Recreation Funding for 2016-17**

Susan Parr provided an overview of the applications to date and noted that there has not been a large number of responses. She also requested that some Commissioners form a small group to review the applications. Chair Chapman and Rob Burnett volunteered.

Susan Parr noted that the Commission had previously approved early payment of two grants.

**MOTION:** Moved by Rob Burnett, seconded by Ray Pink, that Pender Island Parks and Recreation will direct the bookkeeper to release recreation funds to Youth Sports for payment of their insurance and up to \$2400 to Panarama Recreation Centre for Youth Skate .

**CARRIED**

A discussion was held regarding the Youth Skate's Panarama Recreation Centre Usage Agreement. There was general consensus that Susan Parr will contact June Klassen regarding signing the usage agreement and the program's details.

**f) Fall Fair Preparations**

Rob Burnett distributed a draft questionnaire and suggestions of revisions were made. He further requested Commissioners to volunteer for times at the table and there was general consensus that he will establish and circulate a schedule.

**g) MAP**

There was general consensus to postpone this item to the next meeting.

**h) Master Plan**

Chair Chapman noted that he had circulated a proposed outline and there was general consensus to proceed as proposed.

**8. CORRESPONDENCE**

Chair Chapman provided an overview of the correspondence. No further remarks were made.

**9. REPORTS**

**a) Chairperson's Report**

Chair Chapman reviewed the proposed format for the business cards and there was general consensus among the Commissioners that personal numbers should not be included. Chair Chapman noted that his personal number has been made public and he may chose to include his.

**b) Treasurer's Report**

None.

**c) CRD Director's Report**

None.

**d) Recreation Report**

No additional items to report.

**e) Communications Report**

Chair Chapman reviewed the scheduled contributors for upcoming Pender Post articles. Tim Hall volunteered to write the November article.

**10. NEW/OTHER BUSINESS**

**a) Galiano Demonstration Project Trip Update**

Chair Chapman reported that there are three managed forests on Galiano Island for the PIPRC Commissioners to visit. There was general consensus that a visit should be scheduled during the first half of October and that additional invitees should include PICCA, protective services and the Galiano Parks Commission.

**b) PIPRC Contact List**

Chair Chapman noted that a contact list had been distributed to Commissioners by email. No revisions were made.

**c) Meeting Room Alternatives**

Chair Chapman noted that the Community Hall is not available for the majority of dates in the autumn. A discussion was held regarding alternative venues and alternative dates. There was general consensus that the Commission will meet on the fourth Friday of each month at the Community Hall until the end of 2016 and then return to the third Friday from then forward. There was further consensus that meetings shall begin at 9:00 am.

**d) Brooks Point Regional Park Staircase**

Chair Chapman provided an overview of the issue of safety at this location. He noted that the CRD has agreed to improve the "goat trail" and recommended that PIPRC send a letter to Regional Parks advocating for changes. There was general consensus that Chair Chapman shall draft a letter and circulate it to the Commissioners for comment.

**11. NEXT MEETING**

The next meeting will be held on Friday, September 23, 2016 at 9:00 am. It is anticipated that the meeting will be held at the Pender Island Community Hall, but this remains tentative.

**12. ADJOURNMENT**

By general consensus, the meeting was adjourned at 1:44 pm.