

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of a Regular Meeting
Friday, September 23, 2016 (9:00 am)
Community Hall, North Pender Island

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

Regrets: David Howe (Director CRD SGI),

Public: One member of the public present.

1. CALL TO ORDER

Chair John Chapman called the meeting to order at 9:03 a.m.

2. APPROVAL OF AGENDA

Chair Chapman recommended the addition of Item 4 "Commissioner Feedback re: PIPRC Meetings", 10c "South Pender Island Bylaw Referral", 10d "Report on Brooks Point Meeting", 10e "PIPRC Record Security".

There was general consensus that the meeting should move forward according to the amended agenda.

3. REVIEW AND APPROVAL OF MINUTES OF AUGUST MEETING

a) Minutes of August 19, 2016

MOTION: Moved by Rob Burnett, seconded by Tim Pink, to adopt the Minutes of August 19, 2016 as presented. **CARRIED**

4. DELEGATIONS AND PUBLIC PRESENTATIONS

a) Rob Gordon, Danny Martin Ball Park

Rob Gordon provided an overview of the safety improvements including the following points:

- Outfield improvements to level the field of divots
- A total cost of less than \$10,000
- Mitchell's excavating \$4500 for 10 yards of soil, \$1000 for the grass seed, \$2000 for heavy equipment labour.
- The bulk of the labour not requiring heavy equipment would be completed by volunteers.
- October is the ideal month to complete the work before the rain begins.

Kathy Curtis recommended looking to improve the site's drainage while this work is being completed.

A discussion was held regarding the request and how to accommodate it within the necessary time frame. It was noted that a firm commitment would be required from the contractor to ensure that the work will be completed this season.

MOTION: Moved by Rob Fenton, seconded by Arnie Alksne, to approve the expenditure of up to \$10,000 for safety improvements at Danny Martin Park subject to procurement of written quotes for each component of the expenditure to be approved directly by an Executive Member of Pender Island Parks and Recreation Commission. **CARRIED**

PIPRC September 23, 2016
Adopted

5. MAINTENANCE REPORT

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

- Sign reinstallation at Thieves Bay has been completed and went well.
- New bench at Magic Lake swimming hole installed.
- Heart Trail Extension and Buck Lake Trail have had repairs to aging steps.
- Enchanted Forest has a new entrance sign, aged bench at the waterfall has been replaced temporarily.
- Enchanted Forest new trail is complete and will have a boardwalk constructed to join the new and old trail.
- Arborist Barry Robertson has reviewed the potentially dangerous tree at the Disc Park. His recommendation is to leave the tree and remove any of the materials that are in the path.
- Arborist Barry Robertson also noted that there are trees on the Buck Lake Trail that are posing a risk to neighbouring properties. The neighbours have agreed to pay for their removal.
- Gulf Excavating has provided a quote of \$2625.00 with taxes for the improvements to the Magic Lake Picnic Area, including replacement of rotting log border with boulders.

Chair Chapman reported that a community member recommended replacement of the “No Parking” sign at Thieves Bay. There was general consensus that Ben Symons should complete this project. It was further recommended that Ben Symons should install a sign to discourage long term parking of trailers and boats at Danny Martin Park.

Ben Symons noted that he had provided a diagrammed recommendation for a viewing spot at the Enchanted Forest waterfall. Chair Chapman noted that management at Poets Cove is interested in improving access and he is awaiting their feedback on the proposed improvements. A discussion was held regarding the involvement of Islands Trust Fund in the project and there was general consensus that they should be informed.

A discussion was held regarding parking at the Enchanted Forest, Ben Symons recommended adding fill along the new trail for three new parking spots. Chair Chapman requested that Ben Symons provide diagrams of the proposal.

Ben Symons reported that the required paperwork for improving trail head parking at various sites had been submitted. Tim Hall noted that they had not received a response, but would report back.

A discussion was held regarding the Boat Nook improvements and the implications of the fire hydrant. It was noted that the issue may need a discussion with the Capital Regional District (CRD) as it is a water issue and not under the jurisdiction of Pender Island Fire Rescue.

Chair Chapman reported that the CRD is still in negotiations with the property owner on the Right of Way at Drummond Bay. He noted that no changes to the access shall be made until the Right of Way agreement has been extended.

A discussion was held regarding a second dock at the Magic Lake Picnic Area. Rob Burnett reported that he has been in discussion with Three in the Tree regarding the Lantern Festival use and provided an overview of how the proposed dock will meet those needs.

A discussion was held regarding the safety issues of the docks, including the need of a “no diving” sign. There was general consensus that Chair Chapman and Rob Burnett will provide updates to the Magic Lake Property Owners Society and the Water and Sewer Commission.

Chair Chapman reported that the Province has provided him with an additional contact regarding amending the contract to allow for addition of foreign materials at Mortimer Spit. Rob Fenton noted that the current repair method is still producing good results and recommended

ongoing maintenance. There was general consensus that seeking to amend the contract should be abandoned in favour of continued maintenance.

Note: Ben Symons departed from the meeting at 10:06 am

6. IN-CAMERA

Member of the public, Gary Steeves, remarked that the Commission is not providing an adequate motion to close the public meeting and provided an explanation of the regulations and requirements that should be met.

The Commission acknowledged the remarks.

The meeting reconvened at 11:05 am

There was general consensus that Chair Chapman shall provide a rise and report including the following points:

That personal matters were discussed and a subcommittee was formed of Commissioners Kathy Curtis, Arnie Alksne, and Rob Fenton to evaluate each service provider's contract with consideration of the following points:

- Current contract
- Rate of Pay
- Procedure for feedback
- Benchmarks for service satisfaction
- Schedule for call for bids

Note: A 10 minute break was held and the public meeting reconvened at 11:21 am.

7. PRIORITY ITEMS

a) School Use Agreement

Rob Burnett provided an overview of the history of the school use agreement and the current project for the benefit of the public. He further reported that the draft agreement is with the Capital Regional District and the School Board Trustee.

Member of the public, Gary Steeves, reported that he is the Vice Chair of the Community Hall Board. He provided a history of the Community Hall and the use of Community Hall money to construct the school gymnasium and community room. He noted that the Community Hall has an insurance policy to cover public liability for all of the buildings owned by the group and provided an overview of the liabilities covered.

A discussion was held regarding how the contract was being renegotiated and Gary Steeves noted that he had received a draft of the Joint Use Agreement and that the Community Hall was not included in the discussions. It was noted by PIPRC members who attended the meetings that Diane Allison had represented the Hall in the discussions. He remarked that he would discuss the matter further with the Community Hall Board and the School Board Trustee, Anna Herlitz, and would report back.

b) Recreation Funding for 2016-2017

Susan Parr provided a written document created by the subcommittee outlining the past amounts provided, the current amounts requested, and the recommended amounts for each group.

Chair Chapman and Kathy Curtis noted that they are members of the Pender Island Jazz Band and that Ptarmigan provides insurance for that group.

A discussion was held regarding Youth Sports and Pender Skates, as both groups require the funding prior to the allocation date. It was noted that PIPRC has a standing history of allocating funds to these groups in August.

MOTION: Moved by Susan Parr, seconded by Rob Burnett, that PIPRC will release up to \$2200 for Pender Island Youth Sports Recreation 2017 Grant in August, 2017. **CARRIED**

Susan Parr provided an overview of the process for evaluating the applications. She noted that applicants will receive feedback with the results, a note that increases in funding should be accompanied by an explanation, and that Recreation funds shall be spent to the benefit of Pender Island residents.

Organization	Grant Value
Pender Island Youth Sports	\$1923.00
Pender Island School Community Use	\$2500.00, subject to submission of application.
Pender Island Skating Program	\$2049.00
Pender Island Child Care Society	\$5250.00
Pender Island Junior Sailing Association	\$500.00
Pender Island Health Care Society	\$5760.00
Pender Island Playgroup Society	\$3500.00
Ptarmigan Music and Theatre Society	\$2000.00
Pender Island Otters Swim Club	\$2000.00
Pender Island Basketball	\$2750.00
Spirit Moves	\$800.00
Pender Island Jazz Band	\$750.00
Pender Island Roller Derby Club Junior Program	\$1500.00
Pender Island Recreation and Agricultural Hall Association	\$22000.00
Pender Island Mariners Junior Soccer	\$500.00
Spirit Dance Soul Song	\$0.00
Pender Island Celtic Music Society	\$500.00
Pender Island Baseball	\$2000.00

MOTION: Moved by Susan Parr, seconded by Arnie Alksne, that PIPRC will release up to \$2400 to Panarama Recreation Centre in August 2017, for the Youth Skate Recreation Grant 2017. **CARRIED**

Chair Chapman remarked that he will discuss the issues with a representative of Youth Sports.

Susan Parr reported that the application for Pender Island Baseball had included the following points:

- Would like bathrooms left unlocked
- Would like a drinking fountain installed
- Are behind on the water bill

MOTION: Moved by Susan Par, seconded by Rob Burnett, that the Pender Island Parks and Recreation Commission approve recreational funding in the amount of \$56,282 to

be distributed as recommended by the Recreational Funding Committee and amended by the Commission. **CARRIED**

c) Commonality agenda and planning

Chair Chapman reported on the responses provided. He also provided an update on the guest speakers from the CRD.

A discussion was held regarding the menu and Chair Chapman provided an overview of the contracts with the hall and the caterer, Dana Blume.

A discussion was held regarding transporting attendees from the Hope Bay Dock and the ferry terminal.

Chair Chapman provided an overview of the agenda and noted that he would send copies of the finalized agenda to the members. There was general consensus that the Field Trip will include Thieves Bay for discussion of picnic shelter and/or the Disc Park.

d) Thieves Bay Improvements

Chair Chapman reported that the drafts person will be getting back to them with information on when he will be available.

e) Master Plan

A discussion was held regarding the appearance and format of the plan.

MOTION: Moved by Rob Fenton, seconded by Tim Hall, that Pender Islands Parks and Recreation allocate up to \$4000 to pay a contractor, Shannon Brayford, at a rate of \$40/hour to organize and draft a Pender Islands Parks and Recreation Master Plan under the direction of the Chair and with the participation of the other Commissioners. **CARRIED.**

f) Report on Fall Fair

Rob Burnett noted that he will email the results of the survey.

g) Bylaw Review for PIPRC Governance

By general consent this item was postponed to the next meeting, in the interest of time.

h) Field Trip to Galiano Island Forest Management

Chair Chapman reminded members that the trip is to be held on November 4, 2016.

i) Tracking and Running Resolutions Document

By general consent this item was postponed to the next meeting, in the interest of time.

j) Experience the Gulf Islands, Re: July Presentation

By general consent this item was postponed to the next meeting, in the interest of time.

k) MAP, Re: May Presentation

By general consent this item was postponed to the next meeting, in the interest of time.

8. CORRESPONDENCE

None.

9. REPORTS

a) Chairperson

Chair Chapman reported that the business cards are being priced for printing and that there is not yet an update on the record keeping project.

b) Treasurer

Rob Fenton noted that there had been a request for payment on invoices that were seven years old. He noted that while some of the invoices were easily verified and accommodated, others were not.

c) CRD Director

None.

d) Recreation

Chair Chapman thanked Susan Parr for her work and noted that Susan will draft the recreation portion of the Master Plan.

e) Communication

There was general consensus that Susan Parr will write the next Pender Post article and Tim Hall will write the December one.

10. NEW/OTHER BUSINESS

a) Memorial Benches

Chair Chapman noted that the Commission had received two requests for memorial benches. There was general consensus that Chair Chapman will circulate the information to the other Commissioners. He also noted that Galiano Island's Parks Commission has requested information on how PIPRC processes such requests.

b) Meeting Room Alternatives

Chair Chapman reported that the meeting rooms for 2016 and 2017 have been booked.

c) South Pender Island Bylaw Referral

Chair Chapman provided an overview of the referral. He noted that lot coverage is being amended and may impact future construction of structures like picnic shelters. There was general consensus that the Commission's interests are unaffected and that the Chair shall respond accordingly.

d) Report on Brooks Point Meeting

Kathy Curtis and Arnie Alksne reported that they had met with the Brooks Point Committee and representatives of the CRD. They noted that PIPRC was being asked to provide signage on the PIPRC side showcasing the trail and also to provide assistance dismantling the old cabin. They further reported that there had been an indication of a timeline.

e) Records Security

Chair Chapman and Rob Fenton reported that there had been a records security issue and that a member of the public had accessed the filing cabinet. They noted that the cabinets have been locked and that the issue should be resolved.

11. NEXT MEETING

The next meeting will be held October 28, 2016 at 9:00 am at the Pender Island Community Hall.

12. ADJOURNMENT

By general consensus, the meeting was adjourned at 1:34 pm.