

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, November 25, 2016 (9:00 am)**  
**Community Hall, North Pender Island**

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

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

**Public:** No members of the public in attendance.

**1. CALL TO ORDER**

Chair John Chapman called the meeting to order at 9:01 a.m. and acknowledged the meeting was being held in the traditional territory of the Coast Salish People

**2. APPROVAL OF AGENDA**

**MOTION:** Moved by Ray Pink, seconded by Tim Hall, to approve the agenda as presented.  
**CARRIED**

**3. REVIEW AND APPROVAL OF MINUTES OF AUGUST MEETING**

**a) Minutes of October 28, 2016**

**MOTION:** Moved by Kathy Curtis, seconded by Rob Burnett, to adopt the Minutes of October 28, 2016 as presented. **CARRIED**

**4. DELEGATIONS AND PUBLIC PRESENTATIONS**

**a) Danny Martin Park and Youth Sports Representative**

Organization representative, Angela Gray, provided an overview of the baseball program and its associated costs. She noted that private community members currently pay the utility bills for the park, but also remarked that this would stop should Youth Sports not continue operating as a society.

Angela Gray requested that PIPRC assume responsibility for the utility bills, which are hydro (\$186.00 annually) and water/sewer (\$552.80 annually).

A discussion was held regarding ongoing insurance should Youth Sports dissolve. Angela Gray responded that she would request information and report back.

A discussion was held and the following points were raised:

- Lawn maintenance is not as responsive as the team needs.
- One of the bathrooms is unlocked year-round and this has worked well, but baseball parents are maintaining the bathrooms.
- There is a spot for a drinking fountain, but it has not yet been installed.
- Ongoing maintenance of the site has been managed by parent volunteers.

Chair Chapman thanked Angela Gray for attending and noted that the matter would be discussed later in the agenda. Angela Gray departed the meeting.

**b) Mamie Hutt-Temoana – Chamber of Commerce**

Pender Island Chamber of Commerce President, Mamie Hutt-Temoana, provided an overview of the organization, including its history on Pender Island. She described the types of membership available and the benefits of each, noting that the Chamber is reaching out to not-for-profits in addition to commercial members. She provided an overview of some not-for-profit members, including National Parks, and noted that the Chamber works closely with Experience the Gulf Islands.

Chair Chapman thanked her for her attendance and Mamie Hutt-Temoana departed the meeting.

Rob Fenton, recused himself from the discussion and did not participate in any voting due to a potential conflict of interest based on a personal relationship with the delegate.

A discussion was held regarding the potential benefits of joining the Chamber of Commerce, including displaying maps in the Driftwood Display, advertising events on the Chamber website and through social media, and involvement with Experience the Gulf Islands.

Further discussion was held regarding potential negative impacts of membership, including public perception of PIPRC supporting increased commercial development of the Pender Islands.

**MOTION:** Moved by Ray Pink, seconded by Tim Hall, that Pender Islands Parks and Recreation Committee direct Chair Chapman to complete the registration process for a \$75 one-year membership with the Pender Island Chamber of Commerce. **CARRIED**

Note: Rob Fenton recused himself from the vote.

## 5. MAINTENANCE REPORT

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

- Every trail has been visited and maintained following the first set of storms.
- Gravel has been brought in to fill the potholes at the Thieves Bay parking lot.
- Meeting was held with Aaron Grimmer regarding improvements to Boat Nook and Magic Lake. Ben Symons noted that now that the parking improvements are not going forward at Boat Nook, he has requested that boulders be placed to shore up the drop off. He remarked that the work is expected to be completed on schedule and for the expected budget.
- A leak occurred at the shed and damaged some of the boards for a bench. He noted that he would watch the site and investigate the cause.
- Floats for the Magic Lake dock will be approximately \$2000. It was noted that this would be a capital expense, but that, given the approval process, the dock project would not move forward this calendar year.
- Approval has been received for parking improvements at George Hill. There was general consensus that Ben Symons shall seek bids.
- People who use the disc park have requested an additional picnic table. There was general consensus that Ben Symons shall build and install one.

Ben Symons provided an update regarding the removal of a dangerous tree at Mumford Road. There was general consensus that PIPRC will cover the cost for the removal.

Ben Symons provided an overview of recommended materials purchase for upcoming projects. He noted that there are several sites that could use bike racks and provided an overview of the cost estimate. He also noted that geodome play structures are approximately \$5500 each and could be installed at some of the parks. A discussion was held and there was general consensus that these improvements shall be left to a later date.

Chair Chapman requested an update regarding the Niagara Road violations. Kathy Curtis provided an update, noting that she spoke to the community member who believed he had

sought permission from the correct source, but would try to avoid the trail in the future. A discussion was held and there was general consensus that Ben Symons will continue to monitor the site, Chair Chapman will confirm the terms of PIPRC's Licence of Occupation, and further actions will be considered at a later date.

Chair Chapman reported that regarding the shed siding, there has been difficulty obtaining a formal quote as the contractors on the island are already booked. He will continue seeking quotes and will report back.

Note: Ben Symons departed the meeting at 10:21 am and a break was held until 10:31 am.

## **6. IN-CAMERA**

**MOTION:** Moved by Tim Hall, seconded by Rob Burnett, that the Pender Islands Parks and Recreation Commission will go In Camera under Community Charter Section 92, for property and personnel matters. **CARRIED**

At 12:06 pm the in-camera meeting adjourned by resolution. Chair Chapman reopened the public meeting and provided the following rise and report:

"That a discussion was held and the Commission will request that the Capital Regional District add the option of the decommissioning of the Gardom Pond Dam to the referendum and that the public be provided with all information and consequences of their decision to either remediate or decommission the dam."

## **7. PRIORITY ITEMS**

### **a) Recreation Funding for 2016-17**

Susan Parr provided a report, noting that recipients have been notified and funding payments have been initiated from the CRD. She further recommended that the website be updated to include a list of the recipients.

### **b) School Use Agreement**

Chair Chapman reported that after the new agreement is in place, some groups will require insurance. He remarked that the issue will be discussed further when the information is received.

### **c) Thieves Bay Improvement Proposal**

Chair Chapman reported that the Islands Trust is recommending the Commission apply for a Temporary Use Permit (TUP). Following a discussion there was general consensus that the Commission shall delay this project, but that Chair Chapman will continue to research options with the Islands Trust.

### **d) PIPRC Master Plan**

Chair Chapman remarked that he will send sample Master Plans to the Commissioners for comment.

### **e) Trip to Galiano Island Forest Management**

There was general consensus that the trip was beneficial and that similar trips shall be arranged for other islands, beginning with Mayne Island.

### **f) Survey of Wein's Trail and Ainsley Point-Beaumont Trail Locations**

Chair Chapman provided a report and noted that the property owners will be contacted and the surveyor will be contacted in December

**g) Experience the Gulf Islands, re: July Presentation**

Chair Chapman recused himself from the discussion due to a possible conflict of interest.

Rob Burnett provided a recap of the presentation and recommended that a letter should be sent thanking Ed Andrusiak for his presentation.

A discussion was held and the following points were raised:

- The project is seeking to promote off-season tourism through edu-tourism
- PIPRC is the only parks commission in the Southern Gulf Islands that has not yet endorsed the project

**MOTION:** Moved by Rob Burnett, seconded by Rob Fenton, that Pender Islands Parks and Recreation Commission supports the Experience the Gulf Islands proposal as presented by Ed Andrusiak in July 2016. **CARRIED**

There was general consensus that Rob Burnett shall write to Ed Andrusiak expressing this support.

Rob Fenton noted that CRD staff had conveyed that there is financial support for planning and engineering trails, and although the funds may not be available for the trail creation, PIPRC may consider accessing these funds to plan trails for future development.

There was general consensus that Chair Chapman shall contact June Klassen to learn more about the availability of the funds and the process for accessing them.

**h) Memorial Benches – Discussion**

Chair Chapman reported that he is drafting a policy and will bring it to the Commission at a future meeting.

**i) Bylaw Review of PIPRC Governance**

Rob Fenton provided a report, noting that the CRD is continuing to research the matter.

**j) Tracking and Running Resolution Documents**

There was general consensus that these documents shall continue to be produced and shall be circulated with the draft minutes.

**k) PIPRC Commissioner Terms – Review and Discussion**

Chair Chapman provided a review of the commissioners' terms as follows: Rob Fenton expires December 2016; Chair Chapman, Susan Parr, Arnie Alksne and Rob Burnett expire December 2017; Tim Hall, Ray Pink, and Kathy Curtis expire December 2018. He further remarked that while Rob Fenton has agreed to stand for re-appointment, he himself has already exceeded the maximum number of terms.

**8. CORRESPONDENCE**

**a) Douglas Rae re: Mowing contract**

Chair Chapman reported that Douglas Rae has expressed interest in the contract. There was general consensus that welcoming new bids would be considered under contract review discussions.

**b) Stephen Henderson, re: SRW across Logan property .**

Chair Chapman reported for information that the cost of the Right of Way assignment will be the responsibility of the Commission. There was general consensus in agreement.

## **9. REPORTS**

### **a) Chairperson**

No further items to report

### **b) Treasurer**

Rob Fenton noted that the 2016 budget has allocated. He further provided an overview of the upcoming 2017 budget, noting that several factors could limit the Commission's ability to take on new projects in the new year.

**MOTION:** Moved by Rob Fenton, seconded by Rob Burnett that Pender Islands Parks and Recreation Commission shall authorize contractor Ben Symons to purchase, on behalf of Pender Islands Parks and Recreation Commission, ongoing supplies of up to \$8,500.

**CARRIED**

### **c) CRD Director**

None.

### **d) Recreation**

No report

### **e) Communication**

It was noted that the December deadline was missed for the Pender Post. Chair Chapman noted that Arnie Alksne had drafted an article for January, and there was general consensus that Susan Parr shall revise and submit that draft.

It was further agreed that Rob Burnett will submit the subsequent article for the February deadline.

## **10. NEW/OTHER BUSINESS**

### **a) Business Card**

Chair Chapman reported that the cards have been received and distributed.

### **b) Poets Cove Extension**

Chair Chapman reported that he is awaiting communication from Poets Cove.

### **c) Yellow Flag Iris at Magic Lake**

Chair Chapman and Rob Burnett provided an overview of the invasive species and the threat to Magic Lake. There was general consensus that Chair Chapman will ask Ben to survey the area and evaluate the issue.

### **d) Canal Park Trees**

Chair Chapman reported that there are trees on PIPRC's canal-side property that are at risk of falling. A discussion was held regarding the risk should the trees be left and the benefits of leaving them. There was general consensus that the trees shall be left until such time as they pose an impending risk.

Note: Rob Fenton departed the meeting at 12:41 pm

**e) Community Hall Tour**

Chair Chapman reported that Andrea Mills has offered a hall tour. There was general consensus that the Commission shall accept the offer in the new year.

**f) Parks Guide Books**

A general discussion was held regarding the sale of the guide books. Chair Chapman reported that he has not made progress with BC Ferries as a potential vendor.

**g) National Parks Meeting**

Rob Burnett provided an overview of the meeting, noting that a brief and inconclusive discussion had been held regarding national park land being used for emergency exit routes.

**11. NEXT MEETING**

The next meeting will be held December 16, 2016 at 9:00 am at the Driftwood Centre Capital Regional District Office.

**12. ADJOURNMENT**

By general consensus, the meeting was adjourned at 12:48 pm.