

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, March 17, 2017 (9:00 am)**  
**Community Hall, North Pender Island**

**Present:** John Chapman, Arnie Alksne, Ray Pink, Rob Fenton, Tim Hall, Ben Symons (PIPRC Contractor), Shannon Brayford (Recorder)

**Regrets:** Kathy Curtis, Susan Parr, Rob Burnett, David Howe (Director CRD SGI), Andrea Mills (Director CRD SGI Alternate)

**Public:** One member of the public.

**1. CALL TO ORDER**

Chair John Chapman called the meeting to order at 9:10 a.m. He acknowledged that the Commission was meeting in the Traditional Territory of the Coast Salish People.

**2. APPROVAL OF AGENDA**

Chair Chapman recommended the addition of items 4a) "Jack Ferguson, Thieves Bay Picnic Shelter" and 5 o) "Ainslie Point".

**MOTION:** Moved by Tim Hall, seconded by Arnie Alksne, to approve the agenda as amended.  
**CARRIED**

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

**a) Minutes of February 17, 2017**

**MOTION:** Moved by Ray Pink, seconded by Tim Hall, to adopt the Minutes of February 17, 2017 as presented. **CARRIED**

**4. DELEGATIONS AND PUBLIC PRESENTATIONS**

**a) Jack Ferguson, Thieves Bay Picnic Shelter**

Chair Chapman thanked Jack Ferguson for his help on this project and invited him to provide an overview of the work completed to date.

Jack Ferguson circulated site plans and other documents for an 1800 square foot structure designed to seat forty people. A discussion was held of the following points:

- Barbecue inclusion and maintenance.
- Hydro, solar power, and plumbing options and feasibility.
- Estimated cost per square foot depending on amenities.
- Rental options.

There was general consensus that, moving forward, the structure should include skylights and plumbing for a hose, but that the design needs to remain simple in consideration of the budget. There was further consensus that the site plan should include the planned riparian restoration area, new trail, and playground equipment.

A discussion was held regarding the staging and costing of the construction. Further discussion was held regarding the additional steps moving forward and it was noted that further documents will be required by mid-week next week for the re-zoning process.

It was noted that Jack Ferguson is providing the drawings pro bono and the Commission requested that he forward any incidental costs, such as printing, to the Commission for reimbursement.

Note: Jack Ferguson departed the meeting at 10:05 am.

## **5. MAINTENANCE REPORT**

### **a. Boat Nook Status**

Chair Chapman reported that Jude Farmer has been commissioned to build a second bench for the site.

Ben Symons reported that it is currently possible for cars to park too close to a fire hydrant. Chair Chapman noted that he will discuss the matter with Pender Island Fire Rescue Chief Charlie Boyte.

### **b. Bridges Road Status**

Ben Symons reported that the requirements for the parking spots have been confirmed, but that no additional quotes have been received for the project. Tim Hall remarked that he will follow up with David Koch.

### **c. Perceval Cove**

Chair Chapman reported that he has discussed the matter of tree removal with all parties who may have removed the trees and has provided information on the removal or cutting of trees on park lands.

### **d. George Hill Parking**

No further report

### **e. Drummond Bay**

Chair Chapman noted that the agreement is moving forward and that payment of legal costs for the process has been approved. There was general consensus that further discussion of the trail be held after the agreement has been approved.

### **f. Danny Martin Ball Park Status**

Ray Pink reported that he is awaiting further information from the Youth Sports Association.

### **g. PIPRC Ketch Road Shed Siding**

Chair Chapman reported that he is awaiting information from the contractor.

Ben Symons requested that the lean-to on the side of the shed be left standing if possible. There was general consensus in support of the recommendation.

Ben Symons further reported that he has finished re-fastening the roof in an effort to eliminate the leaks and that he believes that the issue is resolved.

Chair Chapman reported that the Yin-Yang doors are being removed and replaced by volunteer labour and donated materials.

### **h. Improvements to Shingle Bay Park**

Chair Chapman reported that Rob Burnett and Tim Hall are continuing to work on the applications for the project and will report back with an update.

**i. Magic Lake Picnic Area Dock**

There was general consensus that this matter be discussed at the next meeting when Rob Burnett is in attendance.

It was reported that the landscaping improvements have not been completed. Chair Chapman noted that he will contact Aaron Grimmer to encourage project completion.

**j. Magic Lake Invasive Species**

There was general consensus that this matter be discussed at the next meeting when Rob Burnett is in attendance.

**k. Ketch-Scarff Trail Status**

Chair Chapman reported that the project is underway and the update is included in Ben Symon's report. .

**l. Stolen Signage**

Chair Chapman noted that should the Commission choose to install video cameras they will need to first take the matter to the BC Privacy Commission. He further noted that the matter has been addressed in the Pender Post and a formal report has been made to the RCMP.

There was general consensus that the matter shall be left with the RCMP and if the issue continues then the matter shall be taken to the BC Privacy Commission.

**m. Lot 66 Status**

No update to report from PICA.

**n. Outhouses**

**MOTION:** Moved by Rob Fenton, seconded by Arnie Alksne, that the Pender Islands Parks and Recreation Commission approve the installation of hand sanitizer in the outhouses for a cost of up to \$500. **CARRIED**

**o. Doggy Bags**

Chair Chapman reported that he spoke with the Burdetts regarding the maintenance of the Doggy Bag sites. He requested that when there are shortages that the contractor contact Ben Symons with the information to avoid future complaints from the public.

**p. Survey of Wein's and Ainslie Pt- Beaumont**

Chair Chapman noted that the Ainslie Pt-Beaumont trail is ready to move forward and that there is an Ocean Access checklist that needs to be completed. Rob Fenton volunteered to work with Ben Symons on the project.

Ben Symons requested that a discussion be held regarding installation of bike racks. He noted that his report included an outline of estimated costs.

**MOTION:** Moved by Rob Fenton, seconded by Tim Hall, that the Pender Islands Parks and Recreation Commission approve the approval of purchase of nine bike racks with a total cost not to exceed \$5400.00 including tax and shipping. **CARRIED**

Ben Symons reported that a neighbour of Shore Cliff Road is using the trail parking spot regularly and may be depositing waste on Parks land. There was general consensus that a "Parking for Trail Use Only" sign be installed and that bylaw officer Don Peden be contacted regarding the dumping.

Ben Symons reported that the MacKinnon Road Ocean Access staircase requires replacement. There was general consensus that a functional repair be completed and that the replaced stairs be improved in width to accommodate carrying a kayak. There was further consensus that the Pender Post article shall include a note alerting the public that the access will be closed for construction.

Note: Ben Symons departed the meeting at 10:50 am and a break was held until 11:05 am.

## **6. IN-CAMERA**

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

At 12:04 pm the in-camera meeting adjourned by resolution and Chair Chapman reopened the public meeting. He provide a rise and report including the following points:

- It is the CRD's position is that Commissions are neither able to enter into contract nor approve payments.
- The CRD insists that contractors hold their own Workers Compensation Board insurance and liability insurance.
- It was agreed by resolution that the Commission approve the contract of James Wiley based on his submitted bid, with the revision of including scheduling of outhouse pump outs.
- It was agreed by resolution that the contract resolution be put in abeyance until it is confirmed that the contractor understands the insurance requirements of the Capital Regional District.

## **7. PRIORITY ITEMS**

### **a) School Use Agreement**

Chair Chapman reported that the sub-committee is still investigating which areas are community areas and which areas are for school-use only. He noted the importance of including these details specifically in the contract to ensure that community-use areas are protected.

Chair Chapman reported that he has been informed by the provincial authority that they do not provide permits for outhouses on sites that are serviced with water and sewer. He noted that it is unclear whether the school will allow extended use of the community bathroom facilities that are within the school.

### **b) Contract Signing by PIPRC**

Note: This item is reported under Item 6 Rise and Report.

### **c) Thieves Bay Improvements**

Chair Chapman noted that the Commission needs a formal decision regarding the drainage project. A discussion of the project's costs was held and there was general consensus that Chair Chapman shall re-circulate the information with cost estimate.

**d) Master Plan**

Chair Chapman reported that he will work with Shannon Brayford in the early stages and will present a draft copy to the Commissioners for consideration at a future date.

**e) Survey of Wein's and Ainsley Pt- Beaumont**

Note this matter was discussed under item 5p.

**f) Memorial Benches**

Chair Chapman reported that Susan Parr will investigate the cost and procurement of plaques.

**g) Tracking and Running Resolutions Documents**

No report.

**8. CORRESPONDENCE**

Chair Chapman provided an overview of a correspondence sent by Louise Bard regarding Thieves Bay.

**9. REPORTS**

**a) Chairperson**

Chair Chapman reported that the new bylaw officer Don Peden visited the Niagara Road site and discussed the motorized vehicle use matter with the neighbour. He noted that the matter appears to be resolved.

Chair Chapman provided an update on the Brooks Point staircase project. He noted that a midden was discovered in the proposed staircase site and a new site has been selected.

**b) Treasurer**

Rob Fenton reported that the financial documents were circulated electronically. He provided an overview of the figures, noting that the sale of Trail Books is drawing close to recovering the initial cost.

Rob Fenton further noted that he is continuing to work with the finance department to revise their documents into a format that is useful to smaller commissions.

**c) CRD Director**

None.

**d) Recreation**

No report.

**e) Communication**

It was noted that Arnie Alksne will write the April article, Ray Pink will write the May article, and Tim Hall will write the June article.

**10. NEW/OTHER BUSINESS**

**a) Poets Cove Extension**

Chair Chapman provided an overview of the issue, noting that the agreement was with the previous owner and that he would like to discuss it with the new owners or their representative. He then reported that he is still awaiting a response from Poets Cove.

**b) Earth Day April 22 PICA**

Chair Chapman provided an overview of the event and the co-occurring Beach Clean Up Day. He noted that the Commission has volunteered for the beaches in the Otter Bay area. He further reported that the Earth Day events will be held at the Anglican Church and that PIPRC will have a table at the event.

A discussion was held regarding the types of information to be displayed on the PIPRC table and Chair Chapman requested that commissioners email him with their recommendations.

**c) GINPR Liaison Meeting**

Chair Chapman noted that the next meeting will be held April 20, 2017. Tim Hall volunteered to attend the meeting on the Commission's behalf.

**11. NEXT MEETING**

The next meeting will be held Friday, April 21, 2017 at 9:00 am at the Pender Island Community Hall.

**12. ADJOURNMENT**

By general consensus, the meeting was adjourned at 12:41 pm.