

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of a Regular Meeting
Friday, April 21, 2017 (9:00 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), Shannon Brayford (recorder)

Regrets: David Howe (Director CRD SGI), Andrea Mills (Alternate to Director CRD SGI), Arnie Alksnie

Public: Two members of the public present.

1. CALL TO ORDER

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

Chair Chapman introduced the delegates present and invited the Commission members to introduce themselves in turn.

2. APPROVAL OF AGENDA

The agenda was approved by general consensus.

3. ADOPTION OF PAST MINUTES

a) Minutes of March 17, 2017

The following amendments were recommended:

- Under Item 5b, amend the name to read "Koch"
- Amend the minutes to reflect that the discussion currently recorded under Item 5b occurred under Item 5d.
- Under Item 8, replace "Bard" with "Baird".

MOTION: Moved by Ray Pink, seconded by Tim Hall, to adopt the minutes of March 17, 2017 as amended. **CARRIED.**

4. DELEGATIONS AND PUBLIC PRESENTATION

a. Roy Moore, Badminton Club

Roy Moore reported that there is a lighting frame installed in the gym that does not hold any lights, but interferes with community sports. He further reported that the school has given permission to have the frame removed and that the community sports participants are asking that the Commission pay for the removal. Mr. Moore provided print copies of a quote for completing the work of \$1900.00.

Chair Chapman thanked Mr. Moore for the presentation and noted that the matter will be discussed later in the meeting.

Note: This matter was discussed further following Item 4b.

b. Niall Parker, Moving Around Pender (MAP)

Niall Parker provided an overview of the trail starting at the corner of the community hall and ending at the maple tree on the edge of the Wein Property. He noted that the survey results show that there is space for a trail on the road Right of Way. He further noted that MAP has

submitted a letter to the Commission requesting their involvement in the completion including the estimated cost of \$2400.00.

A discussion of ongoing maintenance was held and it was noted that, if possible, MAP would like the Commission to assume responsibility for the maintenance.

Further discussion was held on matters which included the following points:

- The trail will be built to a standard that would permit bicycles, should the Commission permit bike use in the future.
- The contractor currently anticipated for the work may not satisfy the Capital Regional District's (CRD's) liability insurance requirements.
- Ownership and insurance will need to be carefully considered.

MOTION: Moved by Rob Fenton, seconded by Tim Hall, that Pender Islands Parks and Recreation Commission provide up to \$2400.00 to complete the trail from the Community Hall to the maple tree, as per the quotation provided by Moving Around Pender on April 7, 2017, on the understanding that the contractor will have liability and Workers Compensation Board insurance as required by the Capital Regional District. **CARRIED**

Niall Parker reported that the Tour Des Isles will be held June 23-25, 2017 and MAP is providing transportation assistance. He requested that the Commission consider providing online links and paper trail maps for distribution. He also invited the Commission members to attend as part of the welcoming committee.

Returning to Item 4a, a discussion of the matter was held and it was noted that the frame will be stored by the school after removal.

MOTION: Moved by Rob Fenton, seconded by Rob Burnett, that Pender Islands Parks and Recreation Commission approve the Sky Tech Enterprises Incorporated proposal for Pender Islands School quotation dated April 20, 2017 for \$1890.00 as outlined therein. **CARRIED**

Rob Fenton provided an overview of the contract process with the CRD and noted that they will require a copy of the contractor's insurance. A discussion of insurance and liability requirements was held.

5. MAINTENANCE REPORT

a) Boatnook

Ben Symons provided an overview of the work completed to date. He noted that the issue with vehicle parking interfering with neighbour use is ongoing. There was general consensus that Ben Symons shall install a wood sign indicating "single vehicle parking".

b) Bridges Road

Tim Hall reported that he is still awaiting a response from David Koch of the Ministry of Transportation and Infrastructure.

c) George Hill Parking

Ben Symons provided an overview of the parking spots planned and the quotes received from local contractors.

MOTION: Moved by Tim Hall, seconded by Rob Fenton, that Pender Islands Parks and Recreation Commission approve the George Hill Parking improvements quote from Big Digem Excavating of \$3950.00 plus taxes, plus the pro rated share of liability insurance. **CARRIED**

d) Drummond Bay

Chair Chapman reported that the old agreement has been extended while the new agreement is completed.

A general discussion was held regarding future improvements to the site.

e) Danny Martin Ball Park

Chair Chapman provided an overview of the bathroom issue at the ball park. He noted that a plan for the ongoing maintenance will need to be addressed in the future, but James Willey will continue to attend to it currently.

f) PIPRC Ketch Road Shed Siding

Ben Symons noted that the work is underway and provided an update on the work completed to date by the contractor.

g) Improvements to Shingle Bay Park

Rob Burnett reported that the Commission has received approval to naturalize the creek on the upper portion. He reported that further permission will be required should the DFO area be changed. There was agreement that Rob Burnett and Ben Symons shall visit the site.

Kathy Curtis volunteered to organize the introduction of native plants and noted that she will invite members of the school to participate.

h) Magic Lake Picnic Area Dock

Rob Burnett reported that a Certified Environmental Professional is scheduled to evaluate the site. A discussion was held regarding the requirements and the next steps.

i) Magic Lake Invasive Species

Rob Burnett provided written information on the Yellow Flag-Iris and noted that once the flowers bloom there is an online reporting system to communicate the location directly to the province. He noted that the process after that point remains unclear.

j) Ketch-Scarff Trail

A discussion was held regarding whether signage shall be installed to designate the trail as "Logan's Trail". It was noted that Rob Burnett shall contact the Bill Logan to determine his wishes.

k) Lot 66

No update.

l) Doggy Bags

Ben Symons reported that he has stocked the stations when he finds them empty and there was general agreement that the process is working well.

m) Enchanted Forest Extension

Chair Chapman reported that the new owners of Poets Cove do not want a Right of Way on the property, but are agreeable to a licence.

Chair Chapman reported that the owners have concerns with liability should people venture off of the trail. A general discussion was held regarding the issue of trail liability and how a lack of indemnification can reduce opportunities to negotiate the creation of new trails.

MOTION: Moved by John Chapman, seconded by Rob Fenton, that Pender Islands Parks and Recreation Commission renew the trail licence with Poets Cove for the trail located past the Enchanted Forest Falls and investigate the potential of extending that trail into a loop.
CARRIED

There was also general agreement that Chair Chapman shall investigate the creation of a trail from the Enchanted Forest waterfalls to the water front.

Ben Symons added the following points:

- The bench from Thieves Bay will be removed for refinishing by Jude Farmer.
- Additional "No Bike" signs will be purchased and installed at some of the new entrances to the Enchanted Forest.
- The Gowland Point permit has been received and work will commence shortly

A discussion was held regarding neighbours altering public lands on which the Commission also has a Right of Way. It was noted that this occurs in several locations, but that unless the trail is being interfered with, the Commission has no jurisdiction.

Note: a break was held from 10:52 am until 11:02 am.

6. IN-CAMERA MATTERS

MOTION: Moved by Rob Fenton, 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**

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

By general consensus, the closed meeting was adjourned at 12:09 pm and the meeting was reopened to the public.

7. PRIORITY ITEMS

a) School Use Agreement

Chair Chapman provided an update on the matter noting that he is preparing to write a letter outlining the Commission's requests. He noted that the roller rink is an asset to the community and should be considered as part of the resources that the Commission would like to secure moving forward.

b) Contract Signing by PIPRC

No further discussion.

c) Thieves Bay Improvements

Tim Hall provided an update on the process with Islands Trust and an overview of the timeline. He noted that he has discussed the matter of public consultation with the Planner and had provided an outline of the Commission's intended activities.

Further discussion was held and the following points were raised:

- Tim Hall shall request information on the application fee reimbursement process.
- Chair Chapman reported that he had circulated an estimate from Rob Henshaw of \$15,000.00 for the lawn resurfacing.

- Rob Fenton addressed the contract requirements for a project of this nature and noted that the current contract will need additional details to satisfy those requirements.
- Chair Chapman noted that the timing is essential so that the seed is planted prior to the autumn rain.

There was general consensus that Ben Symons shall be directed to work with Chair Chapman on the matter.

Note: Rob Fenton provided his Treasurer's Report, as recorded under Item 9b, and departed the meeting at 12:34 pm.

d) Master Plan

Shannon Brayford requested recommendations for a source of a literary description of the islands. Kathy Curtis recommended works by David Spalding or Andrea Spalding.

e) Memorial Benches

Chair Chapman noted that several people have requested memorial benches.

Susan Parr provided a written copy of revisions to the proposed draft policy. She noted that branding them as "Tribute Benches" will remove the use of dates and death-specific nature.

A discussion of the plaque specifications was held and it was noted that Chair Chapman will investigate whether tax receipts can be provided.

There was general agreement that Susan Parr and Chair Chapman will revise the draft policy and circulate it for consideration.

8. CORRESPONDENCE

None.

9. REPORTS

a) Chairperson's Report

No further items.

b) Treasurer's Report

Rob Fenton reported that the funds are in good standing currently, but noted that the Commission has already committed much of their budget for the 2017 year.

c) CRD Director's Report

None.

d) Recreation Report

Chair Chapman noted that the Master Plan will require content about recreation and Susan Parr agreed to collaborate on that section.

e) Communications Report

Chair Chapman reviewed the scheduled contributors for upcoming Pender Post articles. Susan Parr volunteered for June and Tim Hall for July.

10. NEW/OTHER BUSINESS

a) Earth Day April 22 PICA

Rob Burnett provided an overview of the display table and the content that will be included. A discussion was held regarding the presentation of the Thieves Bay improvements.

b) GINPR Liaison Meeting

Chair Chapman reported that the meeting has been postponed.

c) Rental of CRD Office Space

Chair Chapman reported that the CRD is requesting a rental payment of \$300.00 per month.

MOTION: Moved by John Chapman, seconded by Rob Burnett, that the Pender Islands Parks and Recreation Commission pay \$300.00 per month for rental of a portion of the Capital Regional District Office on Pender Island for the storage of files and use of an occasional meeting space. **CARRIED**

11. NEXT MEETING

The next meeting will be held on Friday, May 19, 2017 at 9:00 am at the Pender Island Community Hall.

12. ADJOURNMENT

By general consensus, the meeting was adjourned at 1:02 pm.