

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, June 16, 2017 (9:00 am)**  
**Community Hall, North Pender Island**

**Present:** John Chapman, Rob Burnett, Arnie Alksne, 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 (Director CRD SGI Alternate)

**Public:** None.

**1. CALL TO ORDER**

Chair John Chapman called the meeting to order at 9:00 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 Item 10f) James Willey report

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

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

**a) Minutes of May 19, 2017**

The following amendments were recommended:

- Correct the spelling of Alksne
- Correct Chair Chapman's name under the Maintenance Report.

**MOTION:** Moved by Arnie Alksne, seconded by Ray Pink, to adopt the Minutes of May 19, 2017 as presented. **CARRIED**

**4. DELEGATIONS AND PUBLIC PRESENTATIONS**

None.

**5. IN CAMERA**

**MOTION:** Moved by Ray Pink, seconded by Rob Fenton, 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 10:32 am and the meeting was reopened to the public.

Chair Chapman gave the following Rise and Report:

"In addition to property and personnel matters, the Commission agreed to hold a special planning meeting on July 7<sup>th</sup>, 2017 at 1:00 pm at the Capital Regional District (CRD) office. The Commission also passed the following resolution:

**MOTION:** Moved by John Chapman, seconded by Rob Fenton, that Pender Islands Parks and Recreation Commission pay the cost of Glen Grimmer's recent invoice for repairs to the

PIPRC June 16, 2017  
Adopted

Mortimer Spit roadway and James Willey's additional three hours for servicing the portable outhouses. **CARRIED**"

Note: A brief break was held and the meeting was reconvened at 10:32 am

## **6. MAINTENANCE REPORT**

Chair Chapman noted that the maintenance contractor, Ben Symons, would not be in attendance, but had circulated an electronic report. There was general consensus that the electronic reports and included photographs are appreciated.

Kathy Curtis noted a trail was put in on Armadale Road. Chair Chapman reported that private community members created that trail under the Gulf Islands Trail Society (GITS). He further noted that the Commission may wish to discuss acquiring the trail at a future date.

Chair Chapman reported that maintenance contractor Ben Symons requires replacement metallic signs for his vehicles. He provided an overview of the cost and options and there was general consensus that the two other maintenance related contractors, Jim Willey and David Wright shall also have signs.

**MOTION:** Moved by Rob Burnett, seconded by Kathy Curtis, that Pender Islands Parks and Recreation Commission authorize the purchase of three sets of 20x10 vehicle magnetic signs (6 in total), from Foto Print for a total cost of up to \$350. **CARRIED.**

**MOTION:** Moved by John Chapman, seconded by Rob Burnett, that the Pender Islands Parks and Recreation Commission authorize the acquisition of 25 "no smoking" signs from the Capital Regional District. **CARRIED.**

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

Chair Chapman reported that Jude Farmer will be unable to construct the bench, but that he willing to provide support to Ben Symons to construct a bench in a complimentary style. There was general consensus that the project shall proceed in this manner.

### **b. Gowlland Point OA**

Chair Chapman reported that neighbours are concerned with increased traffic and ongoing vehicle noises.

There was general consensus that Chair Chapman shall write to the Ministry of Transportation and Infrastructure (MOTI) requesting that they pave the end of the road and eliminate the loose gravel to reduce the sound of vehicles and also improve the accessibility of the area.

A discussion was held regarding the issue of noise. Rob Burnett reported that the RCMP has assured him that they are able to handle noise complaints and write bylaw infraction tickets on behalf of the CRD.

### **c. Bridges Road Status**

Tim Hall noted that the location of the property line pins is not easily identified. There was general consensus that Chair Chapman shall request that the neighbouring property owner contact Tim Hall and help identify the lines.

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

Chair Chapman reported the parking spot are nearing completion.

### **e. Thieves Bay Trees**

Chair Chapman provided an overview of the issue, noting that an alder with four stalks had been removed. A discussion of the tree's health, the issue of birds' nests, and options for future situations was held. The following points were noted:

- The tree was identified by a member of the public as being hazardous.
- An arborist was hired to evaluate the tree and deemed it unsafe.
- The maintenance contractor is not able to remove trees according to the CRD contract.
- The services of the arborist were obtained.

A discussion was held regarding ongoing monitoring of dangerous trees. It was noted that maintenance contractor Ben Symons monitors the sites and consults with a local arborist as needed. There was general consensus that Ben Symons' system is sufficient at this time.

**f. Drummond Bay**

Chair Chapman reported that there is not an update available at this time.

**g. Stolen Signs**

Chair Chapman reported that the signs at Enchanted Forest are being stolen. A discussion of the option of requesting that the RCMP install and monitor signs was discussed. There was general consensus that Ben Symons shall investigate the reasons for the signs being removed and the way in which they are being removed. It was recommended that stronger screws be considered.

**h. Danny Martin Ball Park**

Ray Pink reported that the representatives of Youth Sports are planning to meet in the near future and that they will contact him with an update following that meeting.

Chair Chapman reported that Jim Willey will be looking after the maintenance of the bathroom, but that Youth Sports may need to keep both bathrooms locked while not in use in the future.

**i. Improvements to Shingle Bay Park**

Rob Burnett provided an overview of the improvements being considered.

**j. PIPRC Ketch Road Shed Siding**

Chair Chapman reported that the the previously approved amount was in error and that the invoice for a higher amount has been submitted and paid.

**MOTION:** Moved by Arnie Alksne, seconded by Ray Pink, that PIPRC pay the invoice of Steve Wright for installation of the siding. **CARRIED**

**k. Magic Lake Picnic Area Dock**

Chair Chapman requested that, when scheduled, the biologist visit both Magic Lake and Thieves Bay.

**l. Ketch-Scarff Trail Status**

Chair Chapman noted that Ben Symons discussed the trail in his written report and has installed the sign designating Logan Lane.

**m. Lot 66 Status**

No update to report from PICA.

## **n. Doggy Bag Issues**

Chair Chapman reported that there have been several complaints. He noted that the company management was not aware of the issue and is now looking into the matter.

## **7. PRIORITY ITEMS**

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

Chair Chapman reported that his draft is almost complete and will be circulated to the Commissioners shortly. He noted that the issue of insurance for the roller skating rink is still an ongoing matter that needs to be addressed in the letter.

### **b) Thieves Bay Improvements**

Tim Hall reported that only half of the application fees are being reimbursed by the Executive Committee, which is contrary to the information provided by the Islands Trust staff when the application was made. It was noted that at that time, staff had assured the Commission that the full amount would be refunded.

Chair Chapman reported that local trustee, Dianne Barber has promised to follow the matter up at Trust Council.

It was further noted that the application will be heard at the July meeting of the Local Trust Committee. There was general consensus that members of the Commission shall attend that meeting.

Rob Burnett reported that he had attended a recent Magic Lake Property Owners Society (MLPOS) meeting. He noted that others in attendance were concerned with the size of the picnic structure as presented in the bylaw application. He provided an overview of the discussions held and reported that in general, the membership remains supportive of the project.

Chair Chapman reported that he has contacted IslandScapes regarding the plans for the lawn improvements. He noted that the contract is with June Klassen and the contractor will complete the work in the upcoming weeks. A discussion of the topography improvements was held and it was noted that Chair Chapman has the name of a hydrologist should those services be required.

### **c) Master Plan Status**

Chair Chapman and Shannon Brayford provided an update, noting that a draft of the introduction will be circulated shortly.

### **d) Tribute Benches**

Kathy Curtis reported that some of those who were hoping for a tribute bench are displeased with the cost. She noted that one tribute plaque was installed on a bench already in place in Theives Bay. She provided an overview of the issues:

- Costing issues for the purchase of materials and labour
- The language of the plaques.
- Maintenance Contractor's written concerns.
- The accounting issue of payments.

There was general consensus that Kathy Curtis shall revise the policy with her recommendations and circulate it electronically.

### **e) Contractors**

Chair Chapman provided an overview of how the contractors are managing their inability to hire additional services directly.

## **8. CORRESPONDENCE**

Chair Chapman reported that letters were received with concerns about Doggy Bay service, Gowlland Point improvements, Shingle Bay grass maintenance, and the removal of trees at Thieves Bay. He provided an overview of each.

## **9. REPORTS**

### **a) Chairperson**

Chair Chapman noted no additional items to report.

### **b) Treasurer**

Chair Chapman provided an overview of the financial report, noting that some funding will need to be moved within the budget. He further reported that a specifically worded motion is required, but that the wording has not yet been received from the CRD.

Chair Chapman further noted that the annual spending is currently ahead of the monthly projections and that this will need to be considered in any further decisions to spend additional funds.

### **c) CRD Director**

None.

### **d) Recreation**

Susan Parr reported that the form has been revised, that hard copies will be available at the Real Estate office, and that posters will be hung around the island. She also remarked that a notice will be in the Pender Post and a discussion was held regarding inclusion in the Islands Tides. There was general consensus that the Commission shall pay for an advertisement in the Islands Tides for both July and August.

It was noted that last year's issue of applicants without formal organization bank accounts may arise again and could be considered prior to issuing the cheques.

Susan Parr noted that a meeting will be held to review the applications in September and requested that additional members of the Commission to attend.

### **e) Communication**

Chair Chapman noted that Susan Parr will write the July article, Kathy Curtis will write the August article, and Rob Burnett will write the September article. It was further noted that the August article should mention the new binocular sites, a reminder for the Recreation Funding applications, the Legion location of the August meeting, and an announcement that PIPRC will have a table at the Fall Fair. It was further noted that the Pender Post Society must receive the articles by the 20<sup>th</sup> of the preceding month.

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

### **a) Rental of CRD Office Space**

Chair Chapman reported that there is no news on the reversal of the rental charges at this time.

**b) August 18, 2017 Meeting Changed to Legion**

Chair Chapman noted the location of the August meeting has been changed to the Legion.

**c) Saturna Commonality Meeting**

Chair Chapman reported that Saturday September 9, 2017 is the suggested date and it will be the same day as their island's community BBQ. There was general consensus that Chair Chapman shall respond that the meeting date and time are suitable, but that the Commission would like to attend a full meeting, rather than a shortened one.

**d) Fall Fair 2017**

Rob Burnett remarked that the Fall Fair was worthwhile last year and there was general consensus that the Commission should have a table again this year. A discussion of the questionnaire from the previous year was held and there was general consensus that those at the table will record results from an oral questionnaires and that the questions shall be selected based on the results on the upcoming planning meeting.

A discussion of a banner or display was held. There was general consensus that Ben Symon's shall be asked to design a banner that can be sourced from Island Blue.

**e) Bylaw Referral: Islands Trust re: Main Roads Site**

Chair Chapman provided an overview of the referral and there was general consensus that he shall respond with "Interest uneffected".

**f) Jim Willey's Report**

It was recommended that Jim Willey and David Wright each submit a monthly report with a checklist and a space for comments.

**11. NEXT MEETING**

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

**12. CLOSING**

By general consensus, the meeting was closed at 12:32 am.