

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, August 18, 2017 (9:00 am)**  
**Community Hall, North Pender Island**

**Present:** John Chapman, Rob Burnett, Kathy Curtis, Arnie Alksne, Rob Fenton, Tim Hall, Ben Symons (PIPRC Contractor), Shannon Brayford (recorder)

**Regrets:** David Howe (Director CRD SGI), Andrea Mills (Alternate to Director CRD SGI), Susan Parr, Ray Pink

**Public:** Six members of the public present.

**1. CALL TO ORDER**

Chair John Chapman called the meeting to order at 9:00 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 July 21, 2017**

Chair Chapman recommended that, under the Communications report, that the dates for the Pender Post submission be noted as the 20<sup>th</sup> of the previous month at 9:00 am. He further recommended that the dates be recorded in this manner in all minutes moving forward.

By general consensus, the minutes were adopted as amended.

**4. DELEGATIONS AND PUBLIC PRESENTATION**

**a. Charlie Boyte (Fire Prevention Actions)**

Chair Chapman reported that as Chief Boyte was unable to attend, there is a general understanding that the PIPRC is complying with all recommendations for forest fire prevention.

**b. Dog Park representative Gerry McKeating**

Gerry McKeating spoke on behalf of a group of dog owners who previously used the Southridge Store field as a dog park. He provided an overview of the need for a dog park on the island and requested that PIPRC endorse the establishment of a dog park.

Note: Robert Fenton arrived at the meeting at 9:18 am.

A discussion of possible locations was held. Commissioners posed questions to the representatives and received responses on the requirements.

There was general consensus among the Commissioners to support the development of a dog park. It was agreed that the Commission shall form a subcommittee to examine the project and develop a plan.

Rob Fenton volunteered to head the sub-committee and to communicate with Gerry McKeating further on the matter.

Note: The representatives of the dog park departed the meeting at 9:26 am.

**c. MAP representative Peter Pare**

Peter Pare spoke on behalf of MAP and requested that PIPRC consider bike access on specific trails that meet specific requirements.

A discussion of bicycles on trails was held, including the challenges with CRD cycling trail requirements. Further discussion was held regarding the trails that are currently seeing cycle use in spite of prohibitions.

There was general consensus that Chair Chapman shall investigate the bylaws with the CRD and report back on the process should the the matter of bikes on some trails move forward. Further that Kathy Curtis shall contact the Galiano Parks Commission to investigate the manner by which they have developed bicycle trails.

Peter Pare also requested that PIPRC respond to MAP's request that an agreement for the construction and ongoing maintenance of the PIPRC permitted section of the Weins' trail along Bedwell Harbour Road.

A discussion was held regarding the funding for the project, noting that PIPRC approved the expenditure in April 2017, but may no longer be able to meet that financial obligation during this fiscal year. There was general consensus that Rob Fenton and Chair Chapman shall seek a solution in collaboration with the PIPRC bookkeeper.

There was further consensus that Peter Pare shall forward a draft agreement for the ongoing maintenance, and that Commissioners and Ben Symons shall be consulted.

Peter Pare also addressed the request that the community bus be parked at the Ketch shed site. He noted that CRD Southern Gulf Islands Director David Howe has indicated potential financial support for the matter. He provided an overview of the siting options on the property using printed maps.

A discussion was held regarding the siting options and contractor Ben Symons provided input on the most efficient of the options.

**MOTION:** Moved by Rob Fenton, seconded by Kathy Curtis, that Pender Islands Parks and Recreation approve Option 1, as provided on the site diagram by Moving Around Pender, as the designated parking space for the community bus for a term ending December 31, 2018 and that the cost of the tent and any related costs shall be born by Moving Around Pender, and on the understanding that any operational issues will be negotiated by the two parties operating in good faith. **CARRIED**

A discussion was held regarding the potential of a CWS grant to cover the rent for the space. It was noted that combining the application with funding for the dog park would be the efficient route. There was general consensus that the Commissioners shall make a site visit and that Rob Fenton and Chair Chapman shall communicate on the total costs for the two projects.

Note: Peter Pare departed the meeting at 10:05 am.

**5. MAINTENANCE REPORT**

**a) Shed**

**a. Maintenance**

**i. Painting**

Chair Chapman reported that the painter has been approved and that Ben Symons shall collaborate with the painter to select a colour.

**ii. Incinerator**

A discussion was held regarding a recommendation for a incinerator. Ben Symons noted that the size required would be prohibited for such an infrequent activity.

**iii. Support for the right front door**

Ben Symons reported that this is a minor repair that he can complete without further consideration.

**b. Use by Community**

**i. Sailing Club**

There was general consensus that Ben Symons shall investigate the requirements of the Sailing Club and complete an assessment of the impact that storing their items this may have on his use of the shed.

**ii. Bus Parking**

No further items to discuss

**iii. Dog Park**

No further items to discuss

**b) Boat Nook**

Ben Symons reported that the gravel that was installed on the trail at Boat Nook is not suited to wheelchair travel.

**MOTION:** Moved by Tim Hall, seconded by Rob Fenton, that Pender Islands Parks and Recreation Commission approve the purchase and instalment of replacement gravel on the Boat Nook Wheelchair Accessible Trail for a total cost of no more than \$2000.00.

**APPROVED**

Chair Chapman reported that Ben Symons will install the second bench at this site in the new year.

Member of the community, Lynn Wells, was acknowledged to address the Commission. She reported that the new trail at this site is being used as a parking spot. She also provided a perspective on the impacts that the improvements are having on the area.

There was general consensus that Ben Symons shall install a barrier to prevent parking on the trail.

**c) Gowlland Point OA Followup**

Chair Symons reported that MOTI has recommended that the row of rocks be brought back to the neighbours' property line to reduce parking and thereby reduce the noise impact on the neighbour. A discussion was held regarding how to mitigate the noise for the neighbours while minimizing disruption to the area. There was general consensus that the work shall be completed as planned, with the amendment of moving the rocks further, time dependent on upon PIPRC's year-end financing capabilities.

It was noted that the contract with Ron Henshaw is still pending and that it will now require amendments to the sketch to reflect the changes.

**d) Danny Martin Ball Park**

Chair Chapman reported that Ray Pink, who has sent his regrets, is communicating with Youth Sports and will provide a report at the next meeting.

**e) Shingle Bay Park Improvement**

Rob Burnett reported that he and Ben Symons have visited the site. Kathy Curtis reported that she has located a native plants nursery and will contact the school for their participation once the plans are complete.

**f) Thieves Bay Park Improvement**

Chair Chapman reported that the contouring of the field has been put out to tender. It was further noted that a project supervisor has been sourced to oversee the project.

Tim Hall reported that Islands Trust Staff has noted three issues from the Public Hearing held in July. The three issues were as follows:

- That the bylaw change be site specific
- Height restriction to 15 feet
- Area restriction to 500 feet

Tim Hall provided images of examples of picnic shelters that are approximately 500 square feet in other jurisdictions. There was general consensus that the Commission shall request that the height and area restrictions be consistent with the limitations of auxiliary structures on all other properties.

**g) Magic Lake Picnic Area**

Rob Burnett requested that Ben Symons alter the dock sketch to reflect a smaller dock size and also that the plan include only pre-cast concrete as per the biological surveyor's recommendations.

**h) Doggy Bag status**

Chair Chapman requested that Ben Symons continue to let him know if there are any issues with supply of the doggy bags.

**i) Handling bush and sticks**

Chair Chapman recommended that Ben Symons and Dave Wright pile bush and sticks on site and contract Barry Robertson to chip the material.

Ben Symons reported that there have been reports of smoking at the Magic Lake Swimming Hole. There was general consensus that Rob Burnett shall contact the RCMP and ask that they monitor the site.

Ben Symons further reported that there have been complaints of the unfinished work at the Magic Lake Picnic Area. Chair Chapman reported that there is not an update from the contractor of when he will be completing the work. Ben Symons noted that he would make improvements to the site to reduce safety concerns while they await the contractor's completion.

Ben Symons further reported that the closed portion of the Lively Peak trail continues to be reopened by a community member. There was general consensus that the matter shall be addressed in the next Pender Post article.

Ben Symons reported that the bench at the Poets Cove lookout has been vandalized. Rob Burnett agreed to address the matter with the RCMP.

Note: A break was held from 11:15 am to 11:34 am.

## **6. IN-CAMERA MATTERS**

**MOTION:** Moved by Rob Fenton, seconded by Arnie Alksne, 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 11:52 pm and the meeting was reopened to the public.

Chair Chapman read a Rise and Report into the record which consisted of the following motion:

“MOTION: Moved by Kathy Curtis, seconded by Rob Burnett that the Pender Islands Parks and Recreation Commission accept the Gardom Pond Mitigation Project Charter Version Number 5 Dated June 27, 2017 with the request that the local Fire Department also be consulted. **CARRIED**”

## **7. PRIORITY ITEMS**

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

Chair Chapman provided a report and noted that the trustee will be contacted.

### **b) Master Plan Status**

Shannon Brayford and Chair Chapman requested that any comments on the introduction to the Master Plan be forwarded to them.

### **c) Memorial Benches Status**

There was general consensus that the matter will be tabled and reconsidered at a later date. It was further agreed that Kathy Curtis will contact the previous applicants and inform them that no memorial benches will be made at this time.

### **d) Map Reprint Status**

Arnie Alksne reported that the maps have been printed and are ready for pick up. There was general consensus that a courier shall be hired to pick them up.

## **8. CORRESPONDENCE**

Chair Chapman reported that Heather Knowles has expressed interest in recreation funding support to cover insurance costs for a fitness class and that she has been directed to the recreation funding application process.

Chair Chapman also noted that two letters regarding the memorial benches were received and noted that he will forward those to Kathy Curtis.

## **9. REPORTS**

### **a) Chairperson's Report**

No further items.

**b) Treasurer's Report**

Rob Fenton provided an overview of the financial reports provided by the Bookkeeper. He noted that the Commission has committed the bulk of its available funds for the fiscal year.

**c) Recreation Report**

Chair Chapman reported that on September 12, 2017 the Recreation Funding applications will be evaluated. It was noted that the meeting will be advertised as a public meeting with a closed meeting as the only agenda item. Recorder Shannon Brayford noted that she will provide a minutes template for the meeting but will not attend.

**d) Communications Report**

Chair Chapman reviewed the scheduled contributors for upcoming Pender Post articles. Chair Chapman and Susan Parr will submit the October article, deadline September 20, 2017 at 9:00 am. Ray Pink will submit the November article, deadline October 20, 2017 at 9:00 am.

**10. NEW/OTHER BUSINESS**

**a) Saturna Commonality**

Chair Chapman reported that October 11<sup>th</sup> or 12<sup>th</sup>, 2017 will be the meeting date. He further noted that a water taxi will be Chartered for all of the island groups by the CRD SGI Director.

**b) Fall Fair 2017, Saturday August 26, 2017**

Rob Burnett provided an overview of the plan for the Fall Fair, noting that he has created a questionnaire for on islanders and off islanders. He requested volunteers to work at the table. There was general consensus that Ben Symons shall be hired to also work at the table.

**c) MAP-ETGI-PIPRC-how to interact, cooperate, support consistent with Local Parks Mission**

Chair Chapman recommended that this discussion be postponed to a later meeting. There was general consensus in agreement with the recommendation.

**d) Port Browning Marina Pool possibility**

Chair Chapman provided an overview of the plan for the pool and the involvement that the CRD is recommending for the PIPRC in terms of holding permits.

**MOTION:** Moved by Rob Fenton, seconded by Rob Burnett, that Pender Islands Parks and Recreation Commission support the idea of the Port Browning Marina Pool access covenant and right of way in principle, subject to receipt of further details. **CARRIED**  
**One opposed (Kathy Curtis)**

**11. NEXT MEETING**

The next meeting will be held on Friday, September 15, 2017 at 9:00 am at the Pender Island Community Hall.

**12. ADJOURNMENT**

By general consensus, the meeting was adjourned at 12:22 pm.

