

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, October 20, 2017 (9:00 am)**  
**Community Hall, North Pender Island**

**Present:** John Chapman, Rob Burnett, Kathy Curtis, Susan Parr, Tim Hall, Rob Fenton, Ray Pink, David Howe (Director CRD SGI), Shannon Brayford (recorder),

**Regrets:** Andrea Mills (Alternate to Director CRD SGI), Arnie Alksne, Ben Symons (Maintenance Contractor)

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

**1. CALL TO ORDER**

Chair John Chapman called the meeting to order at 9:01 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**

It was recommended that items 10 f) Youth Sports and item 12) December Meeting be added. The agenda was approved, as amended, by general consensus.

**3. ADOPTION OF PAST MINUTES**

**a) Minutes of September 15, 2017**

It was recommended that the survey from the Fall Fair be attached to the documents of last month. There was general consensus that the documents be shall attached to the September Agenda Package and that the minutes shall note this addition.

*Action Item: Shannon Brayford*

**MOTION:** Moved by Kathy Curtis, seconded by Tim Hall, that the Minutes of September 19, 2017 be approved as amended. **CARRIED**

Note: Rebecca Goody arrived and introduced herself as the new bookkeeper for the Commission.

**4. DELEGATIONS AND PUBLIC PRESENTATION**

None

**5. MAINTENANCE REPORT**

Chair Chapman noted that Ben Symons circulated a report electronically prior to the meeting.

Note: Rob Fenton arrived at 9:12 am.

Chair Chapman reported that tree felling remains a challenge and that the CRD is hoping to establish a training a course for certifying contractors to evaluate trees for their risk. There was agreement that Ben Symons should be asked to take the course and that Chair Chapman should share information about the project with the chairs of the other islands.

*Action Item: Chair Chapman*

**MOTION:** Moved by Rob Fenton, seconded by Kathy Curtis, that the Pender Islands Parks and Recreation Commission support one person to attend the CRD Tree evaluation certification course for a total cost of no more than \$1500.00. **CARRIED**

Chair Chapman reported that the cougar siting issue has not moved forward in discussions with National Parks. There was general consensus that if anything needs to be done, Ben Symons shall be directed to post signed warnings.

**a) PIPRC Shed**

Chair Chapman reported that the grant from the CRD for the improvements required for the bus parking shelter would not be available until next year.

**b) Improvements to Thieves Bay Park**

Tim Hall reported that the application will be on the North Pender Islands Trust meeting agenda on Thursday, October 26, 2017. A discussion was held regarding the amendments that have been made. There was general consensus that a representative from the Commission should be in attendance.

Chair Chapman reported that there has been difficulty coordinating the contracts with the CRD and that has pushed the project outside of the workable weather. There was general consensus that the project shall be pushed to next August (2018) with the understanding that the contracts and funding will remain available at that time.

**MOTION:** Moved by Rob Fenton, seconded by Tim Hall, that Pender Islands Parks and Recreation Commission agree to extend the thieves bay drainage improvements contracts to 2018 and to award the contracts to the same contractors under the same terms and conditions with the start date of mid-August 2018. **CARRIED**

**c) Actions for Boat Nook**

Chair Chapman reported that this project has been postponed to the next fiscal year.

**d) Gowlland Point Table**

Chair Chapman reported that this project has been postponed to the next fiscal year.

**e) Danny Martin Ball Park**

Chair Chapman noted that currently the washroom facility is being cleaned by a PIPRC contractor and the utilities are paid for by Youth Sports. A discussion was held regarding discontinuing the maintenance of the facility and requesting that Youth Sports repair the broken lock. There was general consensus that Chair Chapman shall discuss the matter with Youth Sports in an effort to reach a signed agreement regarding the standard of the bathroom.

*Action Item: Chair Chapman*

**f) Improvements to Shingle Bay**

Rob Burnett reported that planting the indigenous species and placing boulders will require some funding, but that this project will not commence until the next fiscal year. There was general consensus that Rob Burnett will write a handoff report on the project for the next Board.

*Action Item: Rob Burnett*

**g) Magic Lake Picnic Area**

Chair Chapman reported that the work has not been completed and that he will be working with the contractor to ensure that the project is completed.

*Action Item: Chair Chapman*

#### **h) Horses in Craddock-Gowlland Point Loop**

Chair Chapman reported that horses have been reported on the Craddock-Gowlland Point Loop. A discussion was held regarding creating horse-friendly trails and it was noted that none of the trails permit horse use. There was general consensus that the matter be monitored for now.

Note: There was general consensus that the in-camera items be postponed to the end of the meeting.

### **6. PRIORITY ITEMS**

#### **a) Dog Park**

Kathy Curtis reported that the Monday Dog Group visited the Danny Martin site with her and have requested that the site be finished as a permanent site. She provided an overview of the requirements, noting that the fencing costs for the Ketch road site were estimated at \$7000.00, but that the Danny Martin Park site would be significantly less. It was noted that there may not be funds available from the CRD until the next fiscal year, but Chair Chapman will discuss the matter with Southern Gulf Islands CRD Director David Howe. There was general consensus that Kathy Curtis and a dog group representative shall visit the neighbours with an information sheet.

*Action Item: Chair Chapman  
Kathy Curtis*

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

Chair Chapman noted that he will be writing a letter to the CRD regarding the insurance matters and that he has heard from some island groups that they have lost their coverage. He reported that should they hold the policy for the other groups, it will have to be third party insurance and there may be challenges in covering high-risk activities.

*Action Item: Chair Chapman*

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

Chair Chapman reported that he has revised an early draft of the Master Plan and will be returning it to Shannon Brayford for further progress.

*Action Item: Shannon Brayford*

Note: a break was held from 10:15-10:32 am.

### **7. CORRESPONDENCE**

#### **a) Camping around Enchanted Forest**

Chair Chapman reported that evidence of camping has been found, but that it is on the Poet's Cove property. He further reported that he has directed the initial person who reported the matter to contact Poet's Cove.

#### **b) Shingle Bay- Masthead Tree**

Chair Chapman reported that a tree has been identified by a resident who is concerned with its safety. It was noted that at this time there is no ability for the Commission to evaluate the safety of trees.

## 8. REPORTS

### c) Chairperson's Report

No further items.

### d) Treasurer's Report

Rob Fenton reported that with the resignation of the previous bookkeeper, a new bookkeeper has been hired.

He further reported that the financial statements have been received and it seems that there is a discrepancy in the values for remaining funds. He noted that this discrepancy impacts whether the Commission will overspend this year's budget or not.

There was general consensus that Ben Symons shall be asked to prioritize only essential work for the remainder of the year.

Rob Burnett reported that they have received \$450 from the various vendors of the trail books.

A discussion was held regarding the bookkeeping format that the previous bookkeeper established. It was noted that the format is being used and is being used for commissions on other islands.

### e) Recreation Report

Susan Parr reported that the request for cheques has been submitted to the CRD.

### f) Communications Report

Chair Chapman reviewed the scheduled contributors for upcoming Pender Post articles. Tim Hall will write the December article, deadline November 20, 2017 at 9:00 am. Kathy Curtis will write the January article, deadline December 19, 2017 at 9:00 am.

## 9. NEW/OTHER BUSINESS

### a) Saturna Commonality

Chair Chapman noted that he paid for the water transport to return to Pender Island and a discussion was held regarding how the costs should be managed. There was general consensus that the Commission members shall pay for the cost individually (\$30, payable to Chair Chapman).

*Action Item: All Commissioners*

A discussion was held regarding outcomes of the meeting. The following points were raised:

- Foster ongoing communication with the other Commissions on shared matters of interest.
- Consideration of other islands' requirements for proof of insurance for delivery of recreation funding. There was general consensus that this shall be discussed at a future time.
- Consideration of central email address for record keeping to allow Commissioners to carbon copy any emails that need to be kept for records. There was general consensus that a policy shall be developed in the future.

### b) MAP, PIPRC, ETGI Cooperation

Rob Burnett provided an overview of the Memorandums of Understanding (MOU) that are currently being developed with Moving Around Pender (MAP) and Experiencing the Gulf

PIPRC October 20, 2017  
ADOPTED

Islands (ETGI). A discussion was held regarding cooperative projects with these groups and the general philosophy of the Commission regarding these relationships.

**c) GINPR Liaison Meeting, Pender Island November 2, 2017**

Chair Chapman noted that the meeting would be informative and encouraged Commissioners to attend if able.

**d) Bikes and/or Horses on Select Trail**

Chair Chapman reported that he has discussed the matter with June Klassen and provided an overview of the process for amending the bylaws. He noted that the bylaw can be written to include a table of named trails that could include bikes and horses as a permitted use. He noted that the Bylaw amendment would not need to come into effect for any specific trail until the Commission choose to exercise it. There was general consensus that Chair Chapman shall continue research and report back.

*Action Item: Chair Chapman*

**e) Invasive Species**

Kathy Curtis noted that there is English Ivy invading on the Welcome Bay trail. There was general consensus that Kathy Curtis shall organize a work party.

*Action Item: Kathy Curtis*

Note: SGI CRD Regional Director David Howe arrived at 11:34 am.

**f) Youth Sports**

Ray Pink reported that Youth Sports has communicated back that they have an active board. There was general consensus that Chair Chapman shall continue communicating with the Youth Sports board on ongoing matters, including insurance and bathrooms.

*Action Item: Chair Chapman*

**10. IN-CAMERA MATTERS**

**MOTION:** Moved by Susan Parr, seconded by Kathy Curtis, 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 1:08 pm and the meeting was reopened to the public.

Chair Chapman noted that there were no items for the Rise and Report.

**11. NEXT MEETING**

The next meeting will be held on Friday, November 17, 2017 at 9:00 am at the Pender Island Community Hall.

**12. DECEMBER MEETING**

There was general consensus that the December shall be held as scheduled and that Shannon Brayford shall book the meeting room for next year.

*Action Item: Shannon Brayford*

### **13. ADJOURNMENT**

By general consensus, the meeting was closed at 1:10 pm.