

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, November 17, 2017 (9:00 am)**  
**Plum Tree Court, North Pender Island**

**Present:** John Chapman, Rob Burnett, Kathy Curtis, Susan Parr, Tim Hall, Rob Fenton, Ray Pink, Ben Symons (Maintenance Contractor), Shannon Brayford (recorder),

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

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

**1. CALL TO ORDER**

Chair John Chapman called the meeting to order at 9:05 a.m. He noted that the Commission is meeting in the Traditional Territory of the Coast Salish People.

Chair Chapman introduced the members of the public present.

**2. APPROVAL OF AGENDA**

It was recommended that items 9f) New Comers Meeting and 9g) "Hiking the Gulf Islands" Guide Book, be added to the agenda.

The agenda was approved, as amended, by general consensus.

**3. ADOPTION OF PAST MINUTES**

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

Kathy Curtis recommended that the fencing estimate be clarified to specify that the estimated amount would be for Ketch Road and that the Danny Martin space would cost approximately \$1500.

A discussion was held regarding 5a) PIPRC Shed. She recommended replacing "parking" with "shelter", and that the second sentence be deleted.

By general consensus the minutes were adopted as amended.

Note: The members of the public departed the meeting at 9:16 am.

**4. DELEGATIONS AND PUBLIC PRESENTATION**

Chair Chapman noted that the scheduled delegation, Gary Steeves, was not in attendance.

**5. MAINTENANCE REPORT**

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

Chair Chapman reported that there are sufficient funds in the maintenance budget for the remainder of the year's essential work, but that no elective work will be completed until next year.

**a) PIPRC Shed**

Chair Chapman reported that the outlet will be installed shortly.

**b) Improvements to Thieves Bay Park**

Tim Hall reported that the bylaw amendment will be heard at the next Local Trust Committee Meeting on November 23, 2017 and that Rob Burnett will attend to represent the Commission.

**c) Improvements to Thieves Bay Park**

Chair Chapman reported that the CRD is aware of the motion passed last meeting and that the work will be completed as directed.

**d) Actions for Boat Nook**

Chair Chapman reported that this project has been delayed due to funding and is also awaiting the CRD contract of Ron Henshaw. Ben Symons reported that Ron Henshaw recommended improvements that could be done by Ben Symons. There was general consensus that those shall be done.

**e) Gowlland Point Table**

Chair Chapman note that this project is also being delayed by the contract matters.

**f) Danny Martin Ball Park**

Chair Chapman noted that his matter will be discussed later in the meeting

**g) Improvements to Shingle Bay**

A discussion was held regarding the improvements. Rob Burnett reported that the file is ready to move forward, but is awaiting the biologist's report.

**h) Magic Lake Picnic Area**

Chair Chapman reported that he will work with Aaron Grimmer to complete that work. Rob Burnett reported that this matter is also awaiting the report from the biologist.

*Action Item: JC*

**i) Dangerous Tree Update**

Chair Chapman reported that a site visit was completed to review the trees that have caused concern to a local community member. It was noted that the tree faller is available to come and complete the work, but it is being delayed by contract matters with the CRD.

It was reported that a community member had identified two trees as being suspicious and the assessment agreed with one of those and also identified a second tree.

Rob Burnett reported that Ben Symons will be enrolled in a Dangerous Tree Identification Certification Course with the University of Northern British Columbia. A discussion was held regarding the challenges of getting the enrolment and payment cheque coordinated with the CRD. There was general consensus that Ben Symons shall pay for the tuition and invoice the amount, but that this process will first be confirmed with the CRD.

**6. PRIORITY ITEMS**

**a) Dog Park**

Kathy Curtis reported that she and representatives from the dog park will visit adjacent homes. Kathy Curtis also reported that she will work with the Dog Park representatives to ensure that they complete a Grant in Aid for the cost of the fencing.

**b) School Use Agreement**

Chair Chapman reported that he is working with the CRD to understand the insurance policies available through them and to assess whether they will help create an umbrella insurance property for those groups that use the school. Chair Chapman also reported that a SeaFirst representative has advised him that an umbrella policy will likely not be possible for all groups on island.

Chair Chapman also reported that Anna Herlitz, the School District Trustee is in direct communication with SGI CRD Director David Howe. He noted that he will report back on the matter.

Chair Chapman also reported that he has not found a way to progress with determining the feasibility of a pump-out outhouse. A discussion was held regarding the challenges of installing a facility and the regulations that limit such a development. It was noted that modifying the school to allow limited access may be possible.

*Action Item: JC*

**c) Master Plan**

No report.

**d) Memorial Benches**

Kathy Curtis reported that she is maintaining a list of interested people and is informing those who are interested that she will pass their information on should the Commission change their policy.

**7. CORRESPONDENCE**

**a) Gary Steeves**

Chair Chapman reported that Gary Steeves, a member of the community, had requested information on the licences for Lively Peaks Park. He reported that the CRD had previously advised that the information would not be made available without a Freedom of Information request. However the community member has received the information required from another member of the community.

**b) Rack Removal from School Gym**

Chair Chapman reported that the rack has been removed by the school and relocated to Salt Spring Island. He further noted that this project had been previously approved to be paid for by the Commission in 2018 and that he has requested that that contract with SkyTech be cancelled.

**8. REPORTS**

**c) Chairperson's Report**

No further items.

**d) Treasurer's Report**

Rob Fenton noted that this matter will be moved to later in the meeting.

**e) Recreation Report**

A discussion was held regarding the funding announcements. It was noted that the list should be available online and that the announcement should also be included in the next Pender Post Article.

**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.

Ben Symons recommended that the Pender Post Article address community members who clear fallen trees on their own. He noted that they seem to be operating in the spirit of helping, but recommended encouraging them to avoid work with heavy tools and instead alert the Commission to the need.

A discussion was held regarding private property owners encroaching on trails and park lands. It was recommended that when private property shares a border with park land, the Commission should preemptively conduct surveys to ensure that developments by property owners remain limited to the correct property.

There was general consensus that Ben Symons shall review the surveys currently completed and prepare a report with recommendations for additional properties that will be necessary to survey.

*Action Item: Ben Symons*

It was further noted that the Commission does not have an accessible list of trees with Covenants and that such a list could be created and include additional assets as well.

A discussion was held regarding the assignment to specific trails to each Commission member. It was noted that there would be ten trails per Commissioner. There was general consensus that Kathy Curtis shall compile a list of trails.

*Action Item: KC*

It was recommended that the Commission consider using QR codes at trail heads to encourage feedback from trail users. There was general consensus that this matter shall be discussed at a future meeting.

Note: A break was held from 10:35-10:47 am.

**9. NEW/OTHER BUSINESS**

**a) MAP, PIPRC, ETGI Cooperation**

Chair Chapman noted that this matter has been discussed at previous meetings and that a formalized set of parameters should be considered.

A discussion of past collaborations was held and it was noted that while some collaborations support island recreation, there may be some which are beyond the Commission's scope.

There was general consensus that a broad interpretation of the Commission's scope can promote recreation on the Island, while remaining fiscally responsible, and that this has worked and should continue to work for the future.

Chair Chapman reported that Peter Pare, of Moving Around Pender (MAP), has submitted a Draft Memorandum of Understanding for MAP's Bussa Nova's rental of space at the PiPRC Maintenance shed. It was noted that the rental amount will be revised from \$300 to \$100.

A discussion was held regarding the electrical outlet's installation and its cost. It was noted that allowing the group to incur the installation cost may create question on who retains ownership of the outlet. There was general consensus that the facility would benefit from the outlet and that when the invoice comes the Commission shall over the cost rather than passing it to SGI CRD Director David Howe.

There was general consensus that the following amendments shall be made to the MOU:

- Under "Stipulations", number 7 shall be added to outline the payment of rent.
- The MOU shall be dated.
- The rent amount shall be amended to \$100 per month.
- A statement that the MOU is in effect from November 15, 2017 to December 31, 2017 shall be added.
- A statement noting that either party can initiated negotiations to amend the agreement shall be added.

It was further noted that a similar MOU has been received for the trail on the Wein's property. A discussion was held regarding the holding of the permit and whether PIPRC should continue to hold their permit indefinitely or whether they should encourage MAP to obtain their own permit for that portion. There was general consensus that MAP should be encouraged to obtain their own permit and that the MOU should reflect this.

It was noted that a print copy of the MOU would be created and the circulated electronically to the Commissioners.

*Action Item: RB*

**b) Gift to PIPRC from PICA**

Chair Chapman reported that the Pender Island Conservancy Association (PICA) had sent a gift of a book "The Secret Life of Trees" and that PIPRC shall acknowledge the gift and thank them for it.

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

A discussion was held and there was general consensus that the bylaw shall be revised to remove full prohibition of bicycles on trails and create the opportunity for their allowance in the future.

**MOTION:** Moved by Rob Burnett, seconded Rob Fenton, that the Pender Islands Parks and Recreation Commission shall request that June Klassen draft a bylaw change to the appropriate bylaw(s) to create an opportunity to permit bicycle use on trails as may be determined from time to time by the Commission. **CARRIED**

**d) Invasive Species**

Kathy Curtis noted that she intends to create a work party with the local residents to remove the ivy on the Welcome Bay Trail.

*Action Item: KC*

**e) Lantern Festival**

Chair Chapman reported that Three in the Tree has made their request, as has been done in the past, for the use of the Magic Lake picnic area and also the floating dock for New

Years Eve. He also noted that Three in the Tree has offered to support the installation of a new dock.

There was general consensus that the Commission shall encourage Three in the Tree to reimburse the commission for Ben Symon's wages for the time moving the dock.

**MOTION:** Moved by Rob Burnett, and seconded by Ray Pink, that the Pender Islands Parks and Recreation Commission allow Three In The Tree to use the Magic Lake Picnic Area at the Northern end and the floating dock from December 30, 2017- January 2, 2018 for the annual Lantern Festival and associated clean up. **CARRIED**

**f) New Comers Meeting**

Chair Chapman reported that the Newcomers group has requested that a representative attend a meeting with information about the parks and pictures. It was noted that guide books should also be brought.

G) Charles Kahn, Hiking in the Gulf Islands

He has requested pictures form PIPRC for his next book. It was noted that Rowie Symons shall be consulted as the photographer and then permission be granted.

NOTE: The Commission returned to Item 8d, The Treasurer Report.

Rob Fenton provided an overview of the current financial situation, noting that CRD reports have not provided neither a clear indication of whether the Commission will exceed their annual budget or not, nor an explanation for a missing sum of \$7000.

**10. 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 12:38 pm and the meeting was reopened to the public.

Chair Chapman read the following statement as a Rise and Report:

"It was agreed that PIPRC will request of the CRD that any drawings be sent to them prior to the Lively Peak Emergency Exit project being put to tender and that Rob Fenton shall also draft a letter to the CRD indicating that the conditions under which PIPRC has approved the project are expected to be followed."

**11. NEXT MEETING**

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

There was general consensus that the meetings shall be held at Plum Tree Court for the 2018 year.

**12. ADJOURNMENT**

By general consensus, the meeting was closed at 12:40 pm.