

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of a Regular Meeting
Friday, December 15, 2017 (9:00 am)
Community Hall, North Pender Island

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

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

Public: None

1. CALL TO ORDER

Chair John Chapman called the meeting to order at 9:02 a.m. He noted that the Commission is meeting in the Traditional Territory of the Coast Salish People.

2. APPROVAL OF AGENDA

Chair Chapman noted that Ben Symons, the maintenance contractor, would be attending later in the meeting and recommended that the maintenance report be dealt with at that time. He also recommended the following additions:

- 9e) Crown Licence Renewal
- 5j) Gardom Pond inspection

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

3. ADOPTION OF PAST MINUTES

a) Minutes of November 17, 2017

By general consensus the minutes were adopted as presented.

4. DELEGATIONS AND PUBLIC PRESENTATION

None.

5. MAINTENANCE REPORT

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

A discussion was held regarding the considered project of surveying park lands to identify potential encroachments by neighbouring landowners. There was general consensus that such surveys should be completed, as needed, based on identified issues. Further discussion was held regarding sites that are raising concern including Wallace Road..

Note: There was general consensus that the in camera portion of the meeting shall be moved forward. The maintenance report was returned to later in the meeting.

Note: Rob Fenton arrived at 9:18 am.

6. IN-CAMERA MATTERS

MOTION: Moved by Arnie Alksne, 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.

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Adopted

By general consensus, the closed meeting was adjourned at 10:36 am and the meeting was reopened to the public.

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

MOTION: Moved by Rob Fenton, seconded by Tim Hall, that Pender Islands Parks and Recreation Commission approve the Joint Works Agreement, received November 13, 2017, between the Capital Regional District and the five licence holders dealing with Gardom Pond. CARRIED

MOTION: Moved by Arnie Alksne, seconded by Kathy Curtis, that Pender Islands Parks and Recreation Commission approve the standing offer contract with Ron Henshaw. CARRIED

MOTION: Moved by Arnie Alksne, seconded by Ray Pink, that Pender Islands Parks and Recreation Commission approve the standing offer contract with All Out Septic Service. CARRIED

MOTION: Moved by Arnie Alksne, seconded by Kathy Curtis, that Pender Islands Parks and Recreation Commission approve the standing offer contract with Tip Top Tree Service. CARRIED

MOTION: Moved by Rob Fenton, seconded by Rob Burnett, that Pender Islands Parks and Recreation Commission approve the contract with Rebecca Gooding. CARRIED

Note: Ben Symons joined the meeting at 10: 36 am

Note: A break was held until 10:51 am.

Note: Discussion of the maintenance report was returned to.

a) PIPRC Shed

It was noted that the shed is in use for bus parking and boat storage. Ben Symons reported that bus drivers are parking their personal vehicles in a way that blocks his access. There was general consensus that Ben Symons shall address the matter directly with the drivers.

Rob Burnett noted that the Memorandum of Understanding was revised and sent to representatives of Bussa Nova, but that no response has been received.

b) Improvements to Thieves Bay Park

Chair Chapman reported that the zoning change was approved at the recent Islands Trust meeting.

c) Lively Peak Alternate Emergency Exit

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 the standing contract with Ron Henshaw will enable this project to move forward in the new year.

e) Gowlland Point Table

Chair Chapman reported that the Licence of Occupation has been revised and that the standing offer contracts will facilitate progress in the new year.

f) Danny Martin Ball Park

No report.

g) Improvements to Shingle Bay

Rob Burnett noted that the Licence of Occupation for this property is due for renewal. He also noted that all affected areas are not included within the park's designated border. There was general consensus that the erosion shall be prevented with the proposed work.

h) Magic Lake Picnic Area

Chair Chapman reported that the riparian area report has not yet been received.

i) Dangerous Tree Update

Chair Chapman reported that two trees have been identified on the Shingle Bay/ Masthead trail, but have not been removed due to a delay with the contract.

Ben Symons reported that he completed the Dangerous Tree Assessment course and provided an overview of the outcomes from the course. He noted that interpretive trails increase the risk level of a trail.

A discussion was held regarding interpretive signs on the trails and it was noted that QR codes shall be explored at a future date.

Chair Chapman also reported that bucking up a tree has been identified as a prohibited action on trails. A discussion was held regarding the risks of the activity and the ambiguity of the term "bucking". There was general consensus that tree removal shall be left to the discretion of Ben Symons, who shall hire additional services when the tasks are beyond his scope. It was also noted that Chair Chapman shall refer this terminology to the CRD for clarification.

j) Gardom Pond Monitoring

Ben Symons reported that he visited the site and received an overview of the required tasks. He noted that he is comfortable with the level of work required and that, as it is strictly data collection with no assessment, there is not a liability issue.

There was general consensus that Ben Symons shall ensure that he has written confirmation of no liability. It was further noted that the position is anticipated to be paid from the project's account, not directly by the Commission.

Ben Symons reported that a property owner near the Wallace Road trail is encroaching on the public land. There was general consensus that the bylaw officer shall be contacted regarding the matter.

Action Item: JC

7. PRIORITY ITEMS

a) Dog Park

Kathy Curtis reported that the dog group has applied for the funding and that neighbours have been visited. It was noted that the group is assuming responsibility for paying for and constructing the fence. A discussion was held regarding the contractors for the fencing and

there was general consensus that the Commission shall work in collaboration with the group to ensure that the work is completed in a manner consistent with the requirements of the CRD.

It was noted that an additional dog waste station will need to be provided and that those costs will be covered through the group's grant. There was general consensus that the Ben Symons shall work with the group for the required instalment of benches and signs.

Action Item: KC, forward contractor information to JC

b) School Use Agreement

Chair Chapman reported that the insurance matter has been discussed extensively between the School Trustee Anna Herlitz and the CRD, but that there is no update at this time

c) Master Plan

No report.

d) Memorial Benches

No report.

8. CORRESPONDENCE

None.

9. REPORTS

a) Chairperson's Report

No further items.

b) Treasurer's Report

Rob Fenton reported that there may be up to \$11,000 remaining in the budget and recommended that once the value is confirmed that Ben Symons shall order materials for upcoming projects.

MOTION: Moved by Rob Fenton, seconded by Arnie Alksne, that PIPRC authorize Ben Symons to purchase year end-supplies for a total value not to exceed \$3000. **CARRIED**

Note: Ben Symons departed the meeting at 11:42 am.

c) Recreation Report

Susan Parr noted that the website will be updated with a list of recipients.

d) Communications Report

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

Action Item: KC and AA

10. NEW/OTHER BUSINESS

a) MOU

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Adopted

Chair Chapman noted that there is no update at this time.

b) Gift to PIPRC from PICA

Chair Chapman reported that he will send a thank you for the gift.

Action Item: JC

c) Invasives Work Party Status

Kathy Curtis reported that the work party will be scheduled with the neighbours for January, but that the plant populations seem to have declined.

Action Item: KC

d) Lantern Festival

Chair Chapman reported that the PIPRC and Ben Symon's involvement is moving forward as discussed.

e) New Comers Meeting

Chair Chapman reported that the Newcomers group has requested that a representative attend a meeting with information and pictures about the parks. He noted that he will contact them in the new year and will attend the meeting with another Commissioner.

f) Crown Licences

Chair Chapman reported that several crown licences have come up for renewal. He noted that he had circulated a digital copy of the report.

MOTION: Moved by Rob Fenton, seconded by Susan Parr, that Pender Islands Parks and Recreation Commission approve the renewal of the licences for the Swanson channel Foreshores including: Shingle Bay, McKinnon Road, Harpoon Road, and Bridges Road.

CARRIED

11. NEXT MEETING

The next meeting will be held on Friday, January 19, 2017 at 9:00 am at Plum Tree Court.

12. ADJOURNMENT

The Commission thanked Rob Burnett for his service to the Commission.

By general consensus, the meeting was closed at 12:00 pm.