

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, January 19, 2018 (9:00 am)**  
**Plum Tree Court, North Pender Island**

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

**Regrets:** Tim Hall, Ben Maberley (Alternate to Director CRD SGI), David Howe (Director CRD SGI),

**Public:** Two

**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. He noted that two members of the public were in attendance as applicants for the vacant Commissioner position. He invited everyone to introduce themselves in turn.

**2. APPROVAL OF AGENDA**

Chair Chapman noted the following additions:

- 10 c) National Marine Designation Area
- 10 d) Bikes on designates trails
- 6k) Mortimer Spit Outhouse
- 6h) Magic lake swimming

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

**3. ADOPTION OF PAST MINUTES**

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

Note: Rob Fenton arrived at the meeting at 9:10 am.

The following amendments were recommended:

- Amend the numbering error.
- Revise section 6g for clarity
- Move Ben's comment under section 7d ahead for clarity
- Remove "Bricky Bay" under item 5.

By general consensus the minutes were adopted as amended.

**4. ELECTIONS: CHAIR, VICE CHAIR, TREASURER**

**a) Election of Chair**

Chair Chapman requested that Recorder Shannon Brayford call the election for the position of Chair.

On the first call for nominees, Kathy Curtis nominated John Chapman and he accepted. Ray Pink seconded the nomination.

Making two more calls for nominees and hearing none, John Chapman was acclaimed Chair.

**b) Election of Vice Chair**

Chair Chapman called for nominees.

On the first call for nominees, Rob Fenton nominated Ray Pink and he accepted. Ray Pink nominated Kathy Curtis and she declined. Kathy Curtis nominated Susan Parr, and she declined.

Kathy Curtis seconded the nomination of Ray Pink.

Making two more calls for nominees and hearing none, Ray Pink was acclaimed Vice - Chair.

**c) Election of Treasurer**

Chair Chapman called for nominees

On the first call for nominees, Ray Pink nominated Rob Fenton and he accepted the nomination. Susan Parr seconded the nomination.

Making two more calls for nominees and hearing none, Rob Fenton was acclaimed Treasurer.

**5. DELEGATIONS AND PUBLIC PRESENTATION**

None.

**6. MAINTENANCE REPORT**

Chair Chapman reported that a member of the public had written with concern that a sign on a Bosun Road trail does not fit the desired aesthetic.

Note : Rob Fenton departed at 9:20

**a) PIPRC Shed**

Chair Chapman reported that the funding from the CRD for Moving Around Pender (MAP)'s bus shelter has been received in the form of a grant-in-aid to MAP.

Ben Symons reported that the bus arrangement is working well and the appropriate parking arrangements have been dealt with.

**b) Improvements to Thieves Bay Park**

Chair Chapman reported that the bylaw change will be addressed at the next Islands Trust Meeting which will be held on January 30<sup>th</sup>, 2018. He noted that the lawn improvements will be the next step and that June Klassen has been asked to secure the contractor to ensure that the work can be completed without undue delay.

**c) Boatnook**

Chair Chapman reported that the contract has been signed and the work will be completed as discussed. A discussion was held regarding re-purposing the removed gravel to Gowlland Point. There was general consensus that Ben Symons shall work with the contractor on the matter.

**d) Gowlland Point**

Chair Chapman reported that the contract matters have been resolved and the improvements will move forward.

**e) Improvements to Shingle Bay**

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Adopted

Chair Chapman noted that any improvements are in the distant future, but that the project for reducing erosion is moving forward. Ben Symons noted that a build up of branches deposited by a community member may have contributed to the problem, but that he has removed them and is observing no further erosion.

**f) Magic Lake Picnic Area**

Chair Chapman reported that he is having difficulty contacting the contractors and also that the riparian area assessment has not yet been received, but that he will continue to follow up.

**g) Lantern Festival**

Chair Chapman reported that the dock was not used this year by Three in the Tree.

**h) Magic Lake Swimming Hole**

Ben Symons recommended expanding the parking area to deal with the high volume of cars in the summer. There was general consensus that Ben Symons shall provide a diagram of his recommended improvements and that the Commissioners shall attend a site visit.

**i) Dangerous Tree Assessments**

Chair Chapman reported that the trees have been addressed. He also noted that he addressed the extensive delay at the Capital Regional District (CRD) with Southern Gulf Islands (SGI) CRD Director David Howe and that Director Howe has worked to improve expedience.

Chair Chapman noted that there is now a standing contract with both Barry Roberts and Tip Top which will improve expedience.

Chair Chapman further noted that he will notify the other Islands' Commissions that Ben Symons is certified to assess dangerous trees.

**j) Gardom Pond Inspections**

Chair Chapman noted that Ben Symons has a separate contract with the CRD regarding the inspections.

Note: Rob Fenton returned to the meeting at 9:40

**k) Mortimer Spit Outhouse**

Chair Chapman and Ben Symons provided an overview of the outhouse, noting that upgrades will be required to improve the standard of hygiene. There was general consensus that the work shall be completed and that the next Pender Post article shall note the outhouse being closed until further notice.

**7. PRIORITY ITEMS**

**a) Dog Park**

Kathy Curtis reported that the funding has been approved, but that the CRD has been unable to provide the funding to the dog group because they are not a registered group and they are unable to find a group to accept the money on their behalf. She reported that the group has requested that PIPRC construct the fence, but noted that the funding would not be available to the Commission.

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Adopted

Kathy Curtis reported that the estimated cost will be \$5000 for chain fencing and gates, and that a contractor is ready and available.

There was general consensus that alternative routes be explored through communication with SGI CRD Director David Howe.

**MOTION:** Moved by Rob Fenton, seconded by Arnie Alksne, that Pender Islands Parks and Recreation Commission enter into a contract with Steve Neil for an amount of \$5000, plus GST to construct the fencing around the dog park as described in the contract, such that the contract is entered into once the Commission has been reasonably assured that the amount of the contract will be repaid by PAWS or some similar organization once the funds are received from other sources. **CARRIED**

*Action Item: KC, speak with D.Howe's office*

Note: Ben Symons departed at 9:57

#### **b) Umbrella Liability Insurance**

Chair Chapman reported that SGI CRD Director David Howe is investigating the creation of an umbrella policy and that the first stage is to collect data and determine feasibility. He provided an overview of the process and noted that at least two insurance companies will be approached.

A discussion was held regarding the ongoing involvement of the Commission in the project and there was general consensus that the Commission shall remain involved. It was also agreed that the information shall be sent to all past recreation applicants by Susan Parr.

*Action Item: SP*

Chair Chapman noted that the matter will be discussed at the Pender Islands Recreation and Agricultural Hall Association's next meeting.

Chair Chapman invited the two guests to introduce themselves and describe their interest in joining the Commission. Jan Kirkby provided an overview of her interests and professional experience, describing how they relate to serving on the Commission. Derek Wolff also introduced himself and provided an overview of his professional experience.

Chair Chapman thanked the applicants and noted that the while only one position is currently vacant, others will open in the future.

**NOTE:** A break was held between 10:20-10:43. The members of the public departed the meeting at that time.

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

Chair Chapman reported that he and Shannon Brayford will be meeting to complete the draft.

### **8. CORRESPONDENCE**

None.

### **9. REPORTS**

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

No further items.

#### **b) Treasurer's Report**

Rob Fenton reported that the year end report was not available for this meeting. He noted that he will circulate the report electronically once he receives it. He further noted that the budget for this fiscal year should remain relatively consistent with that of last year.

**c) Recreation Report**

A discussion was held regarding the use of the Panorama skating times by other islands. There was general consensus that Susan Parr shall respond to the skating group and let them know that residents of other islands may attend should space allow.

*Action Item: SP*

Susan Parr reported that a request had been sent for recreation funding for two activities. A discussion was held and there was general consensus that the applicant be informed of the application process and encouraged to apply closer to the established deadline.

**d) Communications Report**

Chair Chapman reviewed the scheduled contributors for upcoming Pender Post articles. Arnie Alksne will write the February article, deadline January 20, 2018 at 9:00 am. Tim Hall will write the March article, due February 20, 2018 at 9:00 am. Rob Fenton will write the April article, due March 20, 2018.

*Action Item: AA*

**10. 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.

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 resolution as a Rise and Report:

It was moved by Rob Fenton, seconded by Arnie Alksne, that the Pender Islands Parks and Recreation Commission shall approve the cost of one load of gravel for installation at the end of Higgs road. This motion was carried.

**11. NEW/OTHER BUSINESS**

**a) MOU**

Chair Chapman noted that this matter will be addressed at a later meeting.

**b) Gift to PIPRC from PICA**

Chair Chapman reported that the book is being circulated among the commissioners.

**c) Invasives Work Party Status**

Kathy Curtis reported that there is not any update at this time.

Kathy Curtis recommended that the Commission consider assigning parks and trails to the commissioners for monthly monitoring. There was general consensus that this matter shall be discussed at a future meeting.

**d) New Comers Meeting**

Chair Chapman reported he will attend their next meeting to provide information on the Commission and the parks. He encouraged other commissioners to join him if available.

**e) National Marine Conservation Area**

Arnie Alksne reported on the public meeting held earlier in the month on the possible development of these conservation areas. He provided an overview of the information provided at the meeting.

**f) General Bylaw Amendment Regarding Bikes**

There was general consensus that this matter shall be postponed to the next meeting so that the commissioners may consider the report which was circulated electronically.

**12. NEXT MEETING**

The next meeting will be held on Friday, February 16, 2018 at 9:00 am at Plum Tree Court.

**13. ADJOURNMENT**

There was general consensus that Rob Burnett be thanked for his time with a card and pen.

*Action Item: SP*

By general consensus, the meeting was closed at 12:49 pm.