

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, February 16, 2018 (9:00 am)**  
**Community Hall, North Pender Island**

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

**Regrets:** Kathy Curtis, Arnie Alksne, Ben Mabberley (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 9:00 a.m. He noted that the Commission is meeting in the Traditional Territory of the Coast Salish People. He noted that Derek Wolff's appointment had not yet be completed at the Capital Regional District level, but recommended that he be included in the discussions without the ability to vote.

Chair Chapman circulated a contact list for the Commissioners and contractors. He noted that Ben Mabberley is the new Alternate to the Director and that Andrea Mills is in a new position with the CRD and is available to the Commission when they need assistance.

## **2. APPROVAL OF AGENDA**

Chair Chapman noted the following additions:

- 9c) Renewal
- 9d) Commonality Meeting
- 5h) Trail Guardian Program

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

## **3. ADOPTION OF PAST MINUTES**

### **a) Minutes of January 19, 2018**

The following amendments were recommended:

- Under 9c Susan Parr recommended that "Other Islands" be replaced with "Other Islands, in particular Mayne Island" under 9c.
- Deletion of the last sentence and addition of "Susan Parr will respond to the skaters that other islands are approved to attend should they wish to and should space allow."

By general consensus the minutes were adopted as amended.

## **4. DELEGATIONS AND PUBLIC PRESENTATIONS**

None.

## **5. MAINTENANCE REPORT**

### **a) Actions for Boat Nook**

Chair Chapman and Ben Symons reported that the project is awaiting the contractor's schedule to move forward.

### **b) Gowlland Point Table Follow up**

Chair Chapman and Ben Symons reported that the project is awaiting the contractor's schedule to move forward

**c) Magic Lake Picnic Area, Dock and Rock Border**

Ben Symons reported that Glen Grimmer visited the site and is anticipating completion of the work in the near future.

Ben Symons also reported that the CRD water representative has requested that access be maintained through a removable post or other mode. He also reported that the area is scheduled to have all vegetation removed as part of provincial regulations for dam maintenance.

There was general consensus that Chair Chapman shall contact Al Kruger to ensure open communication on this and other related matters. It was further noted that if such work is required that the Commission will require that it be kept to the dam area.

There was general agreement that the matter shall be addressed in the Pender Post and also that the planned improvements to the area shall be noted as well.

**d) Magic Lake Swimming Area**

Ben Symons reported that he has created a diagram of the improvements and also that he took Glen Grimmer to the site. He reported that Glen Grimmer provided a quote of \$2016.00.

**MOTION:** Moved by Tim Hall, seconded by Ray Pink, that Pender Islands Parks and Recreation Commission approve the cost of up to \$2500 for the improvements to the Magic Lake Swimming Hole parking area as per the quote provided by Glen Grimmer and the diagram provided by Ben Symons. **CARRIED**

**e) Danger Tree Update**

Chair Symons provided a report, noting that the CRD has approved Ben Symon's ability to continue carrying out his usual duties when clearing trails.

**f) Mortimer Spit Outhouse**

Chair Chapman provided an overview of the issues raised by the contractor. Ben Symons provided an overview of the work that has been completed to date and the plans for the finished project. He noted that the outhouse will still remain closed for a few weeks.

Ben Symons also noted that it is coming to the time that the Spit is due to be graded. A discussion was held and there was general agreement that Glen Grimmer shall be asked to complete the work.

Derek Wolff recommended that parking be provided at the road and people be encouraged to walk in. A discussion was held regarding the uses of the spit and it was noted that vehicle access has been a historical use and people also use the area as a boat launch.

It was also noted that Chair Chapman shall speak with Main Roads and request that when they grade the lower area when they are maintaining the access road to Mortimer Spit.

**MOTION:** Moved by Tim Hall, seconded by Ray Pink, that Pender Islands Parks and Recreation Commission direct Ben Symons to request that Glen Grimmer or Main Road Contractors grade Mortimer Spit. **CARRIED**

**g) Disc Park Lower Outhouse**

Note: Rob Fenton arrived at 9:52 am.

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Adopted

Ben Symons reported that a fallen tree has crushed the outhouse structure, damaging all above-ground components. A discussion of the outhouse and its heavy usage was held and there was general consensus that it shall be replaced. It was further noted that insurance funds will be available and that Chair Chapman will liaise with the CRD Risk Management Department. There was general consensus that it would be preferred for Ben Symons and James Wiley to complete the work.

**MOTION:** Moved by Susan Parr, seconded by Ray Pink, that Pender Islands Parks and Recreation Commission approve the replacement of the outhouse at the Disc Park.

**CARRIED**

Ben Symons also noted that another dog station would be useful at the entrance to the disc park. Derek Wolff reported that Steve LaRouche had noted that when completing clean up in the area, that park users leave bags of dog waste on the ground. There was general consensus that Derek Wolff shall seek input from Steve LaRouche on the best location and report back.

Ben Symons reported that the utility shed roof has started leaking again. He noted that there is evidence of rot. There was general consensus that he shall seek repair quotes and report back.

## **6. PRIORITY ITEMS**

### **a) Dog Park**

Chair Chapman reported that Kathy Curtis has sent her regrets. He further reported that the neighbour consultations went well and that the grant in aid has been arranged. It was noted that a doggy station should be added and that this will be considered at the next meeting, along with an order for the Disc Park.

A discussion was held regarding the signs. Ben Symons noted that the recommendations of the dog park group were circulated electronically. There was general consensus that Ben Symons shall work with the group and Kathy Curtis, and shall report back with a final recommendation.

Note: Ben Symons departed the meeting at 10:22 am and a break was held from that time until 10:44 am.

### **b) Umbrella Liability Insurance and School Use Agreement Insurance**

Chair Chapman reported local groups have been asked to provide the information that is required by the insurance companies and that information is being received. He also reported that the other islands have been included in the matter, but there has not been heavy interest from the other islands.

A discussion was held regarding the insurance for the roller rink. It was noted that the rink is in need of repair and that some sort of organization on the users' behalf would be beneficial for obtaining insurance, seeking funds for improvements and other matters. There was general agreement that Rob Fenton shall investigate the type of support PIPRC could provide to future projects on the site. It was recommended that Tyler Wilson be spoken to as a natural leader of the group that uses the rink.

### **c) Master Plan**

Shannon Brayford to provide next draft to John Chapman for February 28, 2018.

### **d) Lawn Project**

A discussion was held regarding the contracts and it was noted that the Pender Post article should include reference to the start date.

**e) Improvements to Shingle Bay Park**

Chair Chapman provided an overview of the project to date.

**f) Planning Meeting in March**

Chair Chapman recommended that a meeting be scheduled at which the Commission will review the ideas from the last planning meeting and prioritize them for inclusion in the Master Plan. A discussion was held regarding the format of the meeting. There was general consensus that the meeting shall be held on Friday, March 23, 2018 at 9:00 am at Plum Tree Court. It was noted that this meeting shall be announced in the Pender Post.

**g) Proposed Bylaw to Permit Bikes on Designated Trails**

Chair Chapman provided an overview of the matter. A preliminary discussion was held in which the Commissioners shared their initial thoughts. It was noted that bike trails are desired on the island, that multi-use trails can potentially create challenges for pedestrians, and that current trails were not constructed for cycle use.

Chair Chapman recommended that the matter be postponed until a later meeting when other Commissioners, who have expressed options on the matter, can be included in the discussion.

**h) PIPRC-MAP, ETGI Cooperation**

Chair Chapman recommended that this matter shall be postponed to the next meeting. There was general support of this recommendation.

**7. CORRESPONDENCE**

Chair Chapman reported that an email from Kathy Gilbert recommended a walking/jogging trail with a wood chip base around the perimeter of the field. It was noted that a similar trail is already part of the plans.

Chair Chapman reported that Chris Roper had written in protest of the Lively Peak project. He also reported that SGI CRD Director David Howe has asked that CRD Management deal with this correspondence.

Chair Chapman reported that Lynn Wells and Doreen Ball have also emailed with questions and concerns of the origins of Lively Peak Park. Chair Chapman noted that he will circulate the emails for the Commissioners' information.

**8. REPORTS**

**a) Chairperson's Report**

No further items.

**b) Treasurer's Report**

Rob Fenton provided an overview of the year end report, noting that up to date information from the CRD is still outstanding. He noted that the year end information is consistent with expectations, but cautioned that the Commission should be diligent in managing the budget's spending this year as there was risk of a deficit last year. He also noted that the costs of Gardom Pond were extensive, but that those costs appear to be over.

Rob Fenton noted that the Community Resource Centre Edutourism Project had applied last year for a Recreation Grant, but were declined during the application process. He requested that a discussion be held on the matter. Chair Chapman noted that the Recreation Committee had reviewed the application at the time and determined that it did not fit the mandate of the funding.

**c) Recreation Report**

Susan Parr reported all tasks from last meeting were completed.

Susan Parr reported that she has reached out to the Higgs road property owner regarding reducing mud created by vehicle traffic at the front of his property. She noted that she has offered to have Ben Symons create a sketch of the proposed work as the owner does not live on island.

**d) Communications Report**

Chair Chapman reviewed the scheduled contributors for upcoming Pender Post articles. 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*

**9. NEW/OTHER BUSINESS**

**a) Gift to PIPRC from PICA**

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

**b) New Comers Meeting**

Chair Chapman and Susan Parr provided a report on the meeting, noting that their presentation was well received.

**c) Commonality Meeting**

Chair Chapman noted that the meeting is upcoming on Mayne Island and that the host Commission has invited recommendations for agenda items. The following recommendations were made:

- Financial reports from the CRD
- Trail Guardians
- Sign Theft
- Bikes on Trails
- Umbrella Insurance Policy

A discussion of sign theft deterrent was held. Derek Wolff recommended consideration of creative solutions for positive deterrents for sign theft.

**d) Chamber Membership Dues**

Chair Chapman noted that the membership is due for renewal.

**MOTION:** Moved by Ray Pink, seconded by Rob Fenton, that the Pender Islands Parks and Recreation Commission approve renewal of the Pender Islands Chamber of Commerce annual membership for a cost of \$75. **CARRIED**

**10. IN-CAMERA MATTERS**

**MOTION:** Moved by Rob Fenton, seconded by Tim Hall, 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:

“Regarding the Lively Peak Secondary Emergency Exit route, there was a walk through with the consultant, the contractor, and the Commission members to ensure that minimal trees were removed. There appears to be community belief that this project includes a fuel Management treatment, but that PIPRC refused that portion of the project and a Fuel Management treatment is not part of this project. Surplus trees will be sold for firewood with proceeds going to community groups, including the Food Bank, and the cedar trees will be gifted to aboriginal groups for ceremonial purposes.”

#### **11. NEXT MEETING**

The next meeting will be held on Friday, March 16, 2018 at 9:00 am at Plum Tree Court with a special planning meeting to be held on Friday, March 23, 2018.

#### **12. ADJOURNMENT**

By general consensus, the meeting was closed at 12:38 pm.