

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)

Minutes of a Regular Meeting

Friday, September 21, 2018 (9:00 am)

Plum Tree Court, North Pender Island

Present: John Chapman, Susan Parr, Ray Pink, Kathy Curtis (part,) Rob Fenton (part), Derek Wolff, Tim Hall,, Ben Symons (Maintenance Contractor), (part,) Kathy Gilbert (recorder)

Regrets: Arnie Alksne, Ben Mabberley (Alternate to Director CRD SGI), David Howe (Director CRD SGI),

Public: Tara Parkinson (part)

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 advised that an informative paddle around James Island had been attended by Chair Chapman, Susan Parr and Chair Chapman's partner Kathleen Moriarty, together with Coast Salish representatives.

2. APPROVAL OF AGENDA

Chair Chapman recommended the following addition:

- 9 e) Gulf Islands National Park Reserve (GINPR) – upcoming meeting

By general consensus, the agenda was approved as amended.

3. ADOPTION OF PAST MINUTES

a) Minutes of AUGUST 17, 2018, Regular Business Meeting

By general consensus the minutes were adopted.

4. DELEGATIONS AND PUBLIC PRESENTATIONS

None. Chair Chapman reported that he had postponed the visit of CRD Animal Control Officer Don Peden, who had planned to attend the meeting to discuss bylaws.

5. MAINTENANCE REPORT

a) Data base status

Chair Chapman had circulated a draft form that the public may use to report issues related to parks and trails to further inform the maintenance contractor, so that items requiring attention may be prioritized.

The form will be part of an over-arching data base being contemplated, subject to financing.

Commission members agreed to each take a trail, use the form, make suggestions for changes and additions, and report back at the next Commission meeting.

b) Asset Inspections

Garth Campbell, CRD, has been undertaking inspections, accompanied by Commission members, of the parks and trails. He noted that the biggest issue is erosion at locations such as Welcome Bay, where the stairs to the beach are now well above the level of the beach.

Signs advising of the situation will be placed at the trail head and closer to the beach advising that the stairs are above the beach. Similar erosion, but not as serious, exists at Found Road Ocean Access; however, that trail is not as heavily used.

Ben Symons was asked to develop a plan to address the Welcome Bay situation prior to the next Commission meeting.

c) Gowlland Point Staircase

The stairs have been repaired and the area around the platform cleared. Ben Symons is developing a redesign of the access.

d) Lively Peak Egress Status

Chair Chapman reported that the CRD has requested that the Pender Islands Parks and Recreation Commission place a sign or signs stating "Emergency and Authorized Vehicles Only," to deter, particularly, motorbikes.

It was also noted that the seeding requires augmenting.

MOTION: Moved by Kathy Curtis, seconded by Tim Hall, that the Pender Islands Parks and Recreation Commission buy two bags of seed to finish the seeding at Lively Peak, at a cost of approximately \$900 per bag, subject to funding availability. **CARRIED.**

Chair Chapman advised that designation of bike trails is awaiting adoption of a new Parks and Recreation bylaw.

Note: Commissioners also requested that Ben Symons install a bike rack at the Ancia Road Ocean Access trailhead.

e) Boat Nook Status

No further work has been undertaken recently at Boat Nook. PIPRC is awaiting availability of a contractor.

f) Magic Lake Picnic Area

Ben Symons reported that an unknown person(s) had removed some small trees close to the lake by one of the picnic tables. Ben Symons will remove the stumps that were left.

Ben Symons will be working on an additional picnic table, which will be accessible.

g) Disc Park

Ben Symons advised that the leaning tree at the park will be taken care of imminently.

h) Enchanted Forest

Some trail replacement needs to be completed prior to July, 2019, per the requirement of the Islands Trust Conservancy funding agreement. Permission to start the work is pending approval from the Conservancy.

i) Dog Park

The dog park representatives have requested that a small shelter be constructed. Commission members suggested that the representatives purchase a pre-fabricated shelter or temporary shelter.

In response to a noise complaint regarding barking dogs, Kathy Curtis advised that she had attended the dog park on several occasions and found that the noise level depended on the types of dogs present, but that overall, there was minimal noise.

Kathy Curtis also suggested that a second dog park location be established such as at the Heart Trail trailhead or Community Hall.

Kathy Curtis also advised that the dog club attendees are ensuring that dogs requiring a higher level of supervision are allocated a different time from those that do not.

Ben Symons was asked to liaise with contractors to establish a parking area, the cost to be taken out of funds allocated to the dog park grantees and add gravel to the area between the double gates, to be funded by the dog park grantees..

j) Swimming Hole Smoking

Commission members discussed how to address the issue of smoking, given that smoking is not allowed in any of the parks or along trails.

The present situation of unsubstantial fines was passed on to the CRD. The status of this is not known.

Other Maintenance Items

Ben Symons advised that he will be creating pads for new picnic tables in the near future. Construction of the picnic tables will be carried out next season, including construction of an accessible picnic table.

A horse owner has been walking a horse along Conery Crescent Trail. Chair Chapman will contact the suspected owner and request that waste be picked up and disposed of.

The final section of the Valley Home Trail has now been completed. Pender Island Parks and Recreation will now assume responsibility for trail maintenance of this final section adjacent to the community hall.

Ben Symons will look into replacing the interpretive signs along the Found Road trail, as these were installed in 2007-2008 and are faded. A community volunteer has offered to assist. Chair Chapman will find the originals.

Ben Symons will conduct a hazard assessment on a fir tree located partially on private property and partially on the Boundary Pass trail. A decision will be made whether it requires topping or removal. Ben Symons will also examine two alders in a similar situation at that location.

Note: Rob Fenton arrived at the meeting at 10:30 am.
Derek Wolff departed the meeting at 10:38 am.
Ben Symons departed the meeting at 10:38 am.

The meeting recessed at 10:38 am and reconvened at 10:49 am.

6. PRIORITY ITEMS

a) School Use Agreement Insurance

The school use agreement will be redrafted by Chair Chapman and circulated to Commission members.

Chair Chapman advised that the umbrella insurance idea for user groups has not yet been possible. However our Regional District Director is intending to pursue this further .

Chair Chapman advised that consideration is being given to construction of an outhouse near the roller rink, possibly on road right-of-way or on school property.

b) Thieves Bay Lawn Project

Prior to the meeting, Chair Chapman had circulated photos of the work as it was undertaken. Garth Campbell, CRD, has signed off on the work.

Chair Chapman will follow up with Mr. Campbell to confirm that the work was done in accordance with the approved drawings.

MOTION: Moved by Rob Fenton, seconded by Tim Hall, that Chair Chapman be authorized to negotiate with the CRD to prepare costs for as-built drawings showing the location of clean-outs and other pipes; or if that proves cost-prohibitive, that Ben Symons be requested to prepare drawings to the best of his ability. **CARRIED.**

c) Lawn Bowling Proposal

Tim Hall reported that that Islands Trust Planner, Phil Testemale, has provided a list of requirements, including an assessment of the stream / ditch located on Danny Martin Park. Commission members also queried the need for the requested survey of the proposed lawn bowling facility location.

MOTION: Moved by Kathy Curtis, seconded by Ray Pink, that the Pender Islands Parks and Recreation Society authorized a registered biologist to do an assessment of the proposed lawn bowling facility site, for a maximum cost of \$1500. **CARRIED.**

It was noted that the assessment will need to determine whether the watercourse is a stream per provincial legislation and determine the potential impacts on both Magic Lake and the ocean.

Tim Hall also noted the Islands Trust requirement for public consultation for the rezoning application at Danny Martin Park (lawn bowling proposal,) and the disc park. He further commented that both areas require rezoning to regularize the uses that comprise both parks.

The next Islands Trust meeting is on October 25, 2018, at which time the Planner will present to Trustees as much information as is available at the time on the application.

Tim Hall, Rob Fenton and Chair Chapman will meet to exchange information as soon as possible.

Chair Chapman will liaise with the registered biologist regarding the assessment required.

It was further noted that funding is in place for a temporary shelter / buildings at the disc park.

d) Master Plan Status

Chair Chapman reported that there is no further progress at this time.

e) Proposed Bylaw to Permit Bikes on Designated Trails - Status

Chair Chapman noted that the Commission is awaiting CRD adoption of this bylaw in order to complete this project.

f) Community Use of Parks for Personal Functions

This item was deferred for consideration of Derek Wolff's report at a future meeting.

g) Trail Guardian Program

Kathy Curtis is championing this project. The pilot area will be Stanley Point. Chair Chapman advised that he has several people who are interested in assuming trail guardianship roles.

Kathy Curtis noted the need for an inventory of the ecology of the parks and trails; that there is already considerable information available; and that the information must be drawn together as part of the inventory process. There may be grant funding available to engage someone such as a summer student to do the inventory.

MOTION: Moved by Rob Fenton, seconded by Kathy Curtis, that the Pender Islands Parks and Recreation Commission develop a program to map all natural resources under the jurisdiction of the Pender islands Parks and Recreation Commission. **CARRIED.**

h) Fall Fair

Susan Parr briefly reported on the PIPRC survey available at the Fall Fair. She advised that she received the names of six potential volunteers. The survey will be reviewed in detail by the Commission at a future date.

7. CORRESPONDENCE

Two items of correspondence had been received: one regarding the tree requiring attention at Boundary Bay Drive Park and the second regarding noise at the dog park. Both items were dealt with under other agenda items.

8. REPORTS

a) SGI CRD Director's Report

None.

b) Chairperson's Report

No further matters to report.

c) Treasurer's Report

Rob Fenton reported that the donor of \$7500 toward development of a children's playground wishes to provide a further donation.

Chair Chapman will meet with the donor and report back to the Commission.

Rob Fenton advised that there is approximately \$32,000 remaining in the budget, which is on track. He will liaise with the CRD to confirm the budget status.

Rob Fenton advised that expenditures for the parks and trails contractor is below budget, but that further works are anticipated now that the extreme fire hazard advisory has been lifted.

Rob Fenton also reported that the budget for both parks and recreation has not been increased in five years. During discussion, it was noted that while there are no specific additional projects proposed, capital funds have not increased. As a result, the PIPRC has not been able to fund new capital projects, nor any land acquisitions.

Susan Parr reported that the recreation grant funds have often been completely expended.

MOTION: Moved by Rob Fenton, seconded by Tim Hall, that the Pender Islands Parks and Recreation Commission request the CRD to increase the parks and recreation budgets to the maximum allowed under CRD financing rules. **CARRIED.**

Note: Kathy Curtis departed the meeting at 12:42.

d) Recreation Report

This item was considered in the in camera meeting.

Following the in camera meeting, Chair Chapman provided the following Rise and Report motion: "It was moved, seconded and carried that that the Pender Islands Parks and Recreation Commission rise and report on Item 6.b: to release the allocation report to the CRD in order to issue cheques; contact recipients advising of the amounts allocated; and publish the names of the recipients in the Pender Post."

e) Communications – Pender Post Article

Susan Parr reported that the November and December writing schedule has been revised so that Susan Parr will write the November article and Tim Hall will write the October article.

9. NEW/ OTHER BUSINESS

a) Gift to PIPRC from PICA

The Commission acknowledged the book gift from PICA, “The Secret Life of Trees.” The book is still circulating among Commission members.

b) Commonality Meeting

A meeting of the PIPRC will be held with other SGI Parks and Recreation Commissions members on October 25, 2018. Kathy Curtis will make the transportation arrangements.

c) Newcomers

Chair Chapman reported that the Newcomers Group has folded. He lamented the situation noting that PIPRC had enjoyed and valued presenting at the meetings.

d) Volunteer Day Oct 14 Community Hall

The following items should be brought to the event: volunteer forms, the PIPRC banner, maps and a table.

Shifts at the event will be as follows:

1:00 to 2:30 pm - Kathy Curtis and Ray Pink

2:30 to 4:00 pm - Chair Chapman and anyone else who might like to join him.

e) Gulf Islands National Park Reserve Meeting

Chair Chapman advised that no date has as yet been set, and he will advise Commission members by email when the date is announced.

10. IN CAMERA

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 11:20 am and the meeting was reopened to the public at 1:21 pm.

Chair Chapman provided the following Rise and Report:

“It was moved, seconded, and carried that the Pender Islands Parks and Recreation Commission approve the 2018-2019 Recreation Allocation for a total of \$54,908 per the spreadsheet prepared by Susan Parr, presented at the September 21, 2018 meeting.”

11. NEXT MEETING

The next meeting will be held on Friday, October 19, 2018 at 9:00 am at Plum Tree Court.

12. ADJOURNMENT

By general consensus, the meeting was closed at 1:22 pm.