

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of a Regular Meeting
Friday, February 22, 2019 (9:00 am)
Plum Tree Court, North Pender Island

Present: John Chapman, Susan Parr, Ray Pink, Derek Wolff, Ben Symons (Maintenance Contractor), (part,) Arnie Alksne, Hans Tammemagi (left at 12:10 pm,) Tom Bell, Kathy Gilbert (recorder)

Regrets: Jan Kirkby, David Howe (Director, CRD, SGI)

Guests: Shelley Easthope, Three on the Tree (9:00 am to approximately 9:30 am)
Justine Starke, Manager, SGI Service Delivery, CRD (9:15 am to 11:45 am)
Steve Carey, Manager, Legal Services, CRD (9:15 am to 11:45 am)

1. CALL TO ORDER

Chair John Chapman called the meeting to order at 8:59 a.m. He noted that the Commission is meeting in the Traditional Territory of the Coast Salish People.

2. APPROVAL OF AGENDA

By general consensus, the agenda was approved.

3. ADOPTION OF PAST MINUTES

Minutes of January 18, 2019, Regular Business Meeting

The following amendment to the January 18, 2019 minutes is as noted underlined in blue:

Item 6d): paragraph 1, Thieves Bay

...plan the trail...

By general consensus the minutes were adopted as amended.

4. DELEGATIONS AND PUBLIC PRESENTATIONS

a) Three on the Tree (Magic Lake Dock)

Shelley Easthope reported that Three on the Tree was established approximately 20 years ago to support arts and education on the Penders. The high profile event is the lantern festival. There are arts and education workshops held throughout the year for Pender Islands youth.

With respect to the Magic Lake dock, Shelley advised that, for the lantern festival, the dock at the swimming hole has been moved to an appropriate location for the festival. A more permanent multi-purpose dock solution is proposed by Three on the Tree.

Shelley suggested that a new dock at the north end of Magic Lake might be used for:

- lantern festival;
- summer arts and education workshops, including a performance arts venue;

- boat / kayak launch.

Shelley and some PIPRC Board members discussed uses for a new dock, size (approximately 14 ft X 24 ft in dimension.) Design considerations were also discussed at the meeting so that the dock might be movable.

Chair Chapman noted that an environmental assessment of a proposed new dock location was prepared last year.

On behalf on Three on the Tree, Shelley has offered \$2000 toward construction of a new dock at the north end of Magic Lake.

MOTION: Moved by Arnie Alksne seconded by Tom Bell, that the Pender Islands Parks and Recreation Commission support a proposal to construct a dock at the north end of Magic Lake and accept the contribution of \$2000 from Three on the Tree toward construction of the dock.
CARRIED.

Arnie Alksne and Shelley Easthope will collaborate on this project.

b) Justine Starke and Steve Carey, CRD

Items discussed:

i) New / Revised Parks Bylaw

The Commission noted the following items that are not presently / adequately addressed in the present bylaw:

- bike use on trails;
- penalties for smoking on parks and trails;
- community use of parks for personal functions.

Steve suggested updating the Pender Islands Parks and Recreation Bylaw to include:

- provision for signage to identify trails where bikes will be allowed;
- appointment of a parks officer to issue tickets for offenders;
- updated approval process for community use for personal functions, including permitting process.

The Municipal Ticket Information Bylaw (MTI) should also be updated to include infractions of the Pender Islands Parks and Recreation Bylaw.

Steve has offered to liaise with Derek with respect to developing a revised approval and permitting process for community use of parks for personal functions.

Steve will also provide information to Pender Islands Parks and Recreation Commission (John Chapman) on the role of a Parks Officer, whose responsibilities might include enforcement of provisions of the Pender Islands Parks and Recreation Commission Bylaw.

Justine suggested a meeting between Pender Islands Parks and Recreation Commission, RCMP, Pender Islands Fire and Rescue (PIFR) to discuss enforcement of provisions in the Parks and Recreation Bylaw.

ii) Parks Master Plan

A Pender Islands Parks master plan update of the 2008 plan is underway. Justine stated that once the updated plan is adopted by the CRD, it will provide community guidance for future rezoning applications.

Among other ideas, Justine suggested including a map showing different classifications of park use.

Justine will be available to attend the next Pender Islands Parks and Recreation Commission meeting on March 15, 2019 to discuss further steps with respect to the Master Plan, including discussion on material to presented at the May 11, 2019 Farmer's Market open house.

iii) School use agreement

Steve is liaising with the School District and plans to be drafting a school use agreement shortly.

iv) Land Use Bylaw amendments

Justine suggested that the Pender Islands Parks and Recreation Commission identify the zoning of all properties held by the Pender Islands Parks and Recreation Commission and consider what Land Use Bylaw amendments might be required to align present land uses with present zoning. She suggested that a land use bylaw / zoning bylaw amendment application that encompasses all lands owned by the Pender Islands Parks and Recreation Commission be applied for in order to align present land uses with the LUB.

Chair Chapman and Tom will liaise with Justine to develop items for discussion at the March 15 Pender Islands Parks and Recreation Commission meeting.

Justine Starke and Steve Carey left the meeting at 10:45 am.

The meeting recessed at 10:43 am and reconvened at 10:53 am.

5. MAINTENANCE REPORT

a) Gowlland Point Staircase

Ben advised that storm did not cause any damage.

The bank is slumping. The Ministry of Transportation and Infrastructure has been asked to address the erosion issue, which is caused by road runoff. Ben has prepared a report identifying various options for a new access to the beach. He recommended Option 2, which will not require that large amounts of concrete to be poured as be part of the construction.

Among other approvals, it was noted that approval from the Archaeology Branch will be required in order to cut into the bank. Ben was asked to further investigate Option 2.

Tom will contact CRD staff in charge of the lease for the site once Pender Islands Parks and Recreation Commission has a plan for the access.

b) Boat Nook Status

Ben is waiting for the contractor to deliver gravel suitable for wheelchairs to the site.

c) Enchanted Forest

Ben continues to work on this site. The bike rack has been painted and the viewpoint to the water falls should be completed soon.

d) Thieves Bay

Ben has prepared a plan for the trail at the park. Discussion regarding trail width and covering materials followed, noting that a main consideration will be ensuring that the trail is wheelchair accessible. Ben will solicit bids from contractors to do this work.

A planting plan has yet to be finalized. Coordination with PICA is required. PICA is assisting with identifying and sourcing plant material. It is anticipated that the same types of plants will be planted at Shingle Bay.

e) Lively Peak Egress

Following the December 2018 windstorm, information was exchanged between Pender Islands Parks and Recreation Commission and PIFR regarding the use of the egress by local residents when local roads were blocked. Key in the exchanges of information was the use of the new emergency egress. People were able to get home while the Magic Lake roads were blocked by fallen trees. The PIPRC, which is responsible for maintaining the Lively Peak park, asked PIFR what constitutes an emergency in from the perspective of first responders. Fire Chief Boyte advised that the gates at both ends of the egress have new locks and will be available for use by escorted PIFR in the event of an emergency. Chief Boyte also advised that PIFR will determine if an emergency requiring use of the Lively Peak egress is required.

f) Rope-Capstan Trail

Chair Chapman suggested making this an all-season trail. There are also drainage issues at the Rope and Capstan ends of the trail. The Ministry of Transportation and Infrastructure will be contacted by Chair Chapman to address these issues. Chair Chapman, Ben Symons and any other available Commissioners will conduct a site visit in the near future.

g) Standing Tree in Capstan Park

A tree in the park is of concern to an adjacent neighbour. Two nearby trees fell on this property during the December windstorm. The CRD has recommended removal of the one remaining large tree. Ben Symons has conducted an assessment of the tree and found it to be sound. The Commission generally agreed with Ben's recommendation to leave tree in place. Chair Chapman asked Ben to provide him with a copy of his assessment and Chapman will inform CRD Risk Management.

Other Maintenance Items

Ben will replace the yellow caution tape around the Thieves Bay new lawn.

Ben would like to abandon maintenance of the upper Bosun-Galleon trail, but will continue maintenance of the original lower trail. Commissioners agreed with his recommendation.

6. PRIORITY ITEMS

a) Open House

Pender Islands Parks and Recreation Commission will have an open house display at the May 11 2019 Farmer's Market. Chair Chapman would like the open house to focus on:

- better acquainting the public with / showcasing the Penders' parks;
- raising public awareness that preparation of a revised master plan is underway;
- attracting potential trail guardians.

The Chair would also like to present material, likely in the form of a pie chart, showing how taxpayers' dollars are spent on Penders' parks.

Jan and Derek are working on the open house materials.

Chair Chapman and Tom will work on how to solicit public input into the updated master plan.

b) School Use Agreement

Chair Chapman has sent a draft agreement to Justine. Steve Carey and Justine will review and respond to Chair Chapman.

c) Trail Guardian Program; Commissioner Trail Responsibilities

Deferred.

d) Disc Park Shelter

All approvals are in place and the footings have been poured.

e) Lawn Bowling Proposal and Disc Park Rezoning and Building

An environmental assessment has been completed for a potential lawn bowling facility at Danny Martin Park. Chair Chapman asked for and received Commission concurrence on releasing the report to the proponent, Roy Moore.

f) Community Use of Parks for Personal Functions

Derek will work with Steve Carey toward refining the approval and permitting process for special use of local parks.

g) Asset Management CRD Project Status

Deferred pending further input from the CRD.

h) Dog Park Complaint

An informal complaint about dogs barking early in the morning was made by a neighbour close to the dog park to a member of the public. Chair Chapman advised that any complaints should be made to the Pender Islands Parks and Recreation Commission.

i) Youth Sports Licence Renewal

Chair Chapman advised that there are two Youth Sports Licences in place: one for users of Danny Martin Park and one for the Disc Park. He noted a number of corrections needed for the Disc Park agreement, including:

- correcting the name of the organization;
- correcting the PID number;
- correcting the address of the disc park: Danny Martin Park: 4710 Buccaneers RD; Disc Park: 37167 Galleon Way.

He noted that the two agreements should match in all regards except where the specifics of the two organizations are concerned.

He also wants to ensure that there is one insurance policy that covers both facilities.

MOTION: Moved by Chair Chapman, seconded by Tom Bell that the Youth Sports Licences be approved with the following changes:

- correcting the name of the disc park organization;
- correcting the PID number;
- correcting the address of the disc park: Danny Martin Park: 4710 Buccaneers RD; Disc Park: 37167 Galleon Way. **CARRIED.**

7. CORRESPONDENCE

None.

8. REPORTS

a) Director's Report

None.

b) Chairperson's Report

Chair Chapman will contact the CRD to obtain signing authority papers for Tom and Susan.

c) Treasurer's Report

Susan and Chair Chapman will meet with the Pender Islands Parks and Recreation Commission bookkeeper to try to clarify some of the items in the CRD's monthly budget report.

d) Recreation Report

Susan noted that the deadline for requests for funding is August 31. The Pender Islands Parks and Recreation Commission approval meeting is held in September, with the recommendations for approval being forwarded to the CRD.

e) Communications

The Pender Post article schedule is as follows:

April edition: Tom
May edition: Hans
June edition: Susan

The deadline for submission of articles is the 20th of the month prior to the edition at 9:00 am. It was recommended that submissions be made no later than the 19th of each month.

9. NEW / OTHER BUSINESS

a) Commonality Meeting

A meeting of the Pender Islands Parks and Recreation Commission will be held with other SGI Parks and Recreation Commission members on Wednesday, June 12, 2019: 7:30 am to 4:30 pm. Ray will look after the catering arrangements. Chair Chapman will set the agenda closer to the date.

b) Magic Lake Dock

See item 4a.)

c) Chamber of Commerce Membership

MOTION: Moved by Arnie Alksne, seconded by Tom Bell, that Pender Islands Parks and Recreation Commission renew its Chamber of Commerce membership together with payment of the \$75 membership fee. **CARRIED.**

10. IN CAMERA SESSION FOR PERSONNEL AND PROPERTY MATTERS

MOTION: Moved by Tom Bell, seconded by Hans Tammemagi, that the Pender Islands Parks and Recreation Commission 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 11:27 am and the meeting was reopened to the public at 11:58am.

The following motion was brought forward to the regular meeting:

It was moved, seconded and carried: That the Pender Islands Parks and Recreation Commission approve the draft licence renewal agreement dated 2019.01.28 SRW Higgs Rd HB Clean Edits.pdf provided by Jessica Arnet, with the following additional changes:

- Paragraph 4d: leave responsibility of maintenance with the adjacent landowner;

- Paragraph 2.5: Add “at its discretion”;
- Paragraph 3.5: Add “the owners have the discretion to”;
- Paragraph 4.5: The Commission needs the discretion whether or not to remove any structures should the beach access be abandoned by the Pender Islands Parks and Recreation Commission;
- Paragraph 6: in the second sentence: replace “hinged” with “may be hinged or otherwise attached.”

11. NEXT MEETING

The next meeting will be held on Friday, March 15, 2019 at 9:00 am at Plum Tree Court.

12. ADJOURNMENT

By general consensus, the meeting was closed at 1:40 pm.