

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, February 21, 2020 (9:30 am)**  
**Plum Tree Court, North Pender Island**

**Present:** Michael Symon, Bruce Alexander, Derek Wolff, Hans Tammemagi, Ron Underhill, Ben Symons (Maintenance Contractor), Shannon Brayford (recorder),

**Regrets:** Susan Parr, David Howe (Director, CRD, SGI)

**Guests:** 1 member of the public

**1. CALL TO ORDER**

Chair Symons called the meeting to order at 9:35 a.m.

**2. APPROVAL OF AGENDA**

By general consensus, the agenda was approved as presented.

**3. APPROVAL OF MINUTES**

**a) Minutes of January 17, 2020, Regular Business Meeting**

By general consensus the minutes were adopted as presented.

**4. DELEGATIONS AND PUBLIC PRESENTATIONS**

None

**5. MAINTENANCE REPORTS**

Chair Symons noted that maintenance contractor, Ben Symons had circulated a written report.

Ben Symons recommended that the Commission consider having the dog station servicing increase to two days per week during busy times of year. A discussion of the matter was held and there was general consensus that Ben Symons shall discuss the increase in service with Pender Island Waste Management.

A discussion regarding the current drainage issues at Thieves Bay was held. Ben Symons provided an overview of the issue and recommended that Ron Henshaw be asked to visit the site to recommend how a solution could be worked into the field's current drainage system. There was general support of this recommendation.

Further discussion was held regarding the installation of a walking trail and gravel pads under the picnic tables at the Thieves Bay field. There was general consensus that the work be kept in mind and discussed at a future meeting.

A discussion of arranging intermittent labourer support for Ben Symons was held. The challenges of arranging contracts with the Capital Regional District (CRD) was noted. No decision was made.

## 6. OLD BUSINESS

### a) School Use Agreement

Chair Symons noted that a response is still pending and that the matter will be postponed to a future meeting.

### b) Master Plan

Chair Symons provided an overview of the previous document. A discussion of the role of a Master Plan and the goals for the new version was held. There was general consensus that Chair Symons and Hans Tammemagi shall continue working on the project and reporting back to the Commission with their progress.

A discussion was held regarding reaching out to the community for input. The challenges of surveys and similar modes were highlighted and there was general consensus that the Commissioners shall seek informal feedback through conversations with community members and report back.

Note: A break was held from 10:10-10:20 am.

## 7. CORRESPONDENCE

### a) Kayak Storage

Chair Symons reported that he had been contacted by a member of the community regarding the construction of kayak storage at Peter's Cove. He noted that he had a preliminary discussion with the CRD on the matter and reported that the Commission is not able to give permission for such a construction due to the terms of their licence for the land. He reported that he has directed the writer to contact the Ministry of Transportation and Infrastructure who may be in a position to grant such permission.

### b) Commonality Meeting

Chair Symons reported that the meeting will be held April 7, 2020 on Saturna Island and provided an overview of the arrangements that will need to be made in advance.

Chair Symons noted that the maintenance contractor had requested being able to attend the meeting as unpaid time. He noted that he would not participate in the discussion of this matter due to his relationship to the contractor. There was general consensus that the maintenance contractor be invited to attend.

## 8. REPORTS

### a) Director

No report

### b) Chair Person

No report

### c) Treasurer

No report

**d) Recreation**

No report.

A discussion of the role of the Commission in recreation was held. There was general consensus that the Commission needs to have a more fulsome discussion and understanding of their policies and role.

**e) Communications**

It was noted that Hans Tammemagi will write the next article and will include the upgrades on the Capstan Trail, the new signs at the dog park and reminder to respect the rules, and an invitation to submit feedback for the upcoming Master Plan.

**9. NEW/OTHER BUSINESS**

**a) File Storage**

Shannon Brayford provided an overview of the response received by the CRD regarding file storage and digitizing paper files.

There was general consensus that the response from the CRD indicated that the Commission should wait until further direction is received at some future date.

A discussion of improvements to the maintenance shed and creation of dry storage was held. There was general consensus that the matter will be discussed in the future as part of the development of the master plan.

**10. CLOSED MEETING**

**MOTION:** It was moved and seconded that the Pender Islands Parks and Recreation Commission shall close the public meeting to enter an In Camera session under Community Charter s.90(1)(e), 90(1)(a) for discussion of property and contract matters. **CARRIED**

At 10:52 am Chair Symons closed the public meeting

At 11:10 am Chair Symons re-opened the public meeting and the following Rise and Report was provided:

The Commission agreed to renew the service contract with Bear's Tree Services and that Chair Symons will further investigate services contracts for alternative service providers.

**11. SET NEXT MEETING**

The next meeting will be held on Friday, March 20, 2020 at 9:30 am at Plum Tree Court.

**12. ADJOURNMENT**

By general consensus, the meeting was closed at 11:11 a.m.