

PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)
Minutes of Regular Meeting
Monday September 11 , 2023 3:00pm
Zoom/Pender Community Hall

Commissioners: George Leroux (Chair/Treasurer), Erin O'Brien, Lisa Baile, Sandra Tretick, Rob Fawcett

Staff: Ben Symons (Maintenance Contractor), Lori Seay-Potter (Recorder)

Regrets: Richard Sullivan, Andrea Mills.

CALL TO ORDER - Chair Leroux called the meeting to order at 3:00 pm

1. **APPROVAL OF AGENDA**

MOTION to approve the 11 September 2023 PIPRC agenda. M-Commissioner Tretick, S-Commissioner Baile. CARRIED.

2. **ADOPTION OF MINUTES**

MOTION to approve the 14 Aug 2023 PIPRC minutes as amended. Commissioner Brent, S-Commissioner Fawcett. CARRIED.

3. **CORRESPONDENCE AND BUSINESS ARISING**

3.1 Playground equipment in Parks: Chair reported on correspondence requesting updates to Pender playground equipment. The Commission will consider playground updates in the 2024 Capital Budget discussion.

3.2 Missing Boat Reports: Justine Starke was contacted by RCMP regarding reports of missing boats at Magic Lake. Commissioner Tretick reviewed the status/location of stored boats and Justine followed up with RCMP.

3.3 Ellena Trail: A report will be sent to CRD outlining the reasons for PIPRC recommendation for trail closure.

ACTION: Commissioner O'Brien and Ben will create a written description of conditions at Ellena Trail for CRD to consider closure.

3.4 Canal Channel Markers: Commissioner Brent reported that Transport Canada must give permission for channel markers to be erected. Shore signage is not effective for marine traffic on the north side.

ACTION: Commissioner Brent will further investigate channel markers. No further action from PIPRC.

3.5 Park Use Permit Process: At the Chair's request, Lori reported on the process for park use permits. Users must submit a completed application using the form on the CRD website. The Commission or a subcommittee must review the application and respond in writing to the applicant with their decision and any conditions of use.

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ACTION: Lori will review park use application location on CRD website.

- 3.6 Recreation Grants - debrief:** Commission thanked Commissioners Tretick, Fawcett, and Leroux for their work on the 2023 grants process. In 2024, the Commission hopes to implement an online fillable PDF form. Commission discussed procedural fairness and process for selecting projects including reach assessment, cost per user, recreational value, and diligence around reporting.

ACTION: Lori will work with CRD to create a fillable form for 2024 grants.

4. **DELEGATIONS** None.

5. **TOPICAL ISSUES**

- 5.1 Magic Lake Park:** No further action can be taken until Islands Trust considers rezoning from residential to parkland. George reported that a riparian study had been previously undertaken, and he forwarded it to Erin.

- 5.2 Shingle Bay Park:** George outlined initial steps to be undertaken before further consideration is given to park improvements at Shingle Bay, including an archaeological assessment by Shauna followed by a drainage, biology and recreation plan for the site.

ACTION: Ben will connect with CRD Archeology to provide a preliminary assessment and advice on how to proceed.

- 5.3 PIPRC/PICA Contract:** Representatives of Pender Island Conservancy Association(PICA) and PIPRC met this month to discuss park restoration focused on invasive removal and native species planting. The Commission agreed that PICA would lead invasive species removal and native species replanting primarily through coordination of planning, volunteer work groups and establishment and maintenance of plantings. The work and materials will be funded from the PIPRC Operating budget and the contract will include an annual renewal option.

MOTION that PIPRC enter into a contract with PICA for restoration services in Community Parks as outlined in Schedule A.
M-Commissioner Leroux, S-Commissioner Brent. CARRIED.

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- 5.4 Pump Track/Skate Park:** Chair reported that CRD zoning and insurance does not appear to be an issue. Chair has met with the project proponents to discuss the proposal who will return to the Commission with a more developed project plan. PIPRC is supportive of the pump track with project proponents leading funding and development. Community consultation will be important for project viability.

ACTION: Chair will contact CRD for consultation guidelines/tools to share with the pump track group.

- 5.5 Budget Priorities 2024:** Commission reviewed the draft Operating and Capital budgets prepared by the Budget ad-hoc group (Sandra, Richard and George). The Commission suggested the following additions to the f25 budget:

- Park inventory detailing PIPRC sites including CRD status, zoning, amenities onsite. Possibly utilizing a Canada Youth Jobs grant to fund;
- Master plan renewal.
- Design and production of new PIPRC map.

The Commission discussed playground facilities, or lack thereof, and considered how PIPRC might partner with other community groups such as the School to develop improved playgrounds on Pender.

The f2024/25 draft Operating and Capital 2024 Budgets will be reviewed for approval to submit to CRD prior to the October 31st deadline.

6. PROJECTS

- 6.1 Schooner Way Trail:** Commissioner Fawcett reported that outreach activities have been successful in terms of pledges and engagement. Upcoming community engagement plans include Table Top displays at TruValu and the Crisp Festival. Weekend events will continue until the end of October including a school event. Magic Lake Property Owners Society is considering pledge support. A community volunteer has come forward to assist with targeted intermediate sponsorship. Islandgraphics has offered to produce the permanent donor recognition structure as an in-kind contribution and may also assist with printing. Other community group presentations are planned in the coming weeks. The Commission thanked Commissioners Tretick and Fawcett for their leadership on the Trail. Commissioners were encouraged to assist with weekend promotions or traffic counts to support the upcoming grant submission. Lori is managing incoming pledges and correspondence related to the Trail.

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6.2 TD Project Plan: Erin reported on outreach to the School for the fall work program at the Disc Park.

7. REPORTS

7.1 Chair: Report circulated prior to the meeting.

7.2 Maintenance : Ben reported that usual fall work is underway and sign replacement is in process. There are some sites/shore accesses impacted by erosion including Found Road and William Walker. Stairs at several sites need assessment and repair. CRD Archeology has been contacted. Some structural work may require a subcontractor.

ACTION: Chair will ask Lisa to review the Found Road Trail.
Chair will assess stairs noted by Ben.
Ben will cost Found Road signage (prepared by PICAS) replacement and review with the Treasurer.

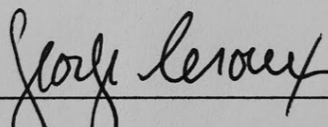
7.3 Stewardship: TD Project and Community Parks Contract with PICA will continue through year end. Gardom pond restoration is slated for this month with two volunteer work bees open to the community over 2 weekends.

7.4 Communications: Commissioner Tretick will write October Pender Post article about recreation grants and smoking policy. The Chair will write a November post. The Commission agreed to share additional contact information to support communication between meetings.

ACTION: Commissioners will send a mobile number to Lori for creation of a private Commission contact list.

ADJOURNMENT: 4:50 p.m.

Minutes approved at the 16 October 2023 PIPRC Meeting:



George Leroux

Chair-PIPRC