

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of a Regular Meeting
Friday, April 20, 2018 (9:00 am)
Plum Tree Court, North Pender Island

Present: John Chapman, Susan Parr, Rob Fenton, Derek Wolf, Kathy Curtis, Tim Hall, Ray Pink, Ben Maberley (Alternate to Director CRD SGI), Arnie Alksne, David Howe (Director CRD SGI), Ben Symons (Maintenance Contractor), Shannon Brayford (recorder),

Regrets: None

Public: Graham Garlick, Linda Weston, Roy Moore

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.

Chair Chapman noted members of the public were in attendance and invited everyone to introduce themselves in turn.

Chair Chapman noted that he had attended a South Pender Island Local Trust Committee Meeting as a member of Moving Around Pender (MAP), but that he was mistakenly reported in the Pender Post as attending on behalf of PIPRC.

2. APPROVAL OF AGENDA

Chair Chapman recommended the following additions:

- Delegations, Lawn Bowling Group
- 6h) Wein's Valley Home Farm Trail

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

3. ADOPTION OF PAST MINUTES

It was recommended that members of the public be listed by name. A discussion was held and there was general consensus that this shall be adopted as a usual practice.

a) Minutes of March 16, 2018, Regular Business Meeting

By general consensus the minutes were adopted as presented

b) Minutes of March 23, 2018, Special Planning Meeting

By general consensus the minutes were adopted as presented.

4. DELEGATIONS AND PUBLIC PRESENTATIONS

Note: It was noted that SGI CRD Director David Howe would be arriving shortly and should be present for the Delegation. Chair Chapman recommended discussion of item 9b) Commonality Meeting.

Chair Chapman noted that the agenda for the June 5, 2018 Commonality Meeting on Mayne Island had been circulated electronically. A discussion of transportation modes was held and it was agreed that Kathy Curtis shall investigate a boat charter for the return trip.

Action Items: KC, boat charter

Chair Chapman invited the delegation from the lawn bowling group to speak. Roy Moore noted that a business plan for creating a lawn bowling field and club house adjacent to Danny Martin Park was circulated electronically and gave a verbal presentation, including the following points:

- The project was originally planned with the Magic Lake Property Owners Society for the area tennis courts, but was unable to move forward.
- The CRD had committed \$20 thousand dollars to the original project and that funding remains available.
- Total required space would be 180x145 feet, which would include the green, a clubhouse, and a storage shed.

Note: SGI CRD Director David Howe and SGI CRD Alternate Director Ben Maberley arrived at 9:25 am.

- Lawn bowling has an established community on Vancouver Island and those members have expressed interest in visiting a club on Pender Island.
- 86 of 200 Penderites contacted have expressed interest in the club with names and emails
- Calculated the water need for green maintenance during the hot months and reported that the draw on the community system would be consistent with that of a home of four members.

Chair Chapman reported that he has heard back from the Islands Trust planner who noted that the land does not have any restrictions on it, but that the zoning on some sections of the property may not permit construction of the structure.

Rob Fenton recommended that the Commission approve the project in principal and develop a committee to work with the Lawn Bowling Group and that the partnership consider several locations. There was general consensus in support of this recommendation and Rob Fenton, Ray Pink, and Tim Hall volunteered to form a subcommittee in support of the project.

Action Items: TH, RF, RP, Subcommittee formation

SGI CRD Director David Howe expressed his support of the project.

A discussion of operations was held and it was noted that the Lawn Bowling Group would be able to operate autonomously, governed by an agreement with the Commission.

Note: The members of the public departed the meeting at 9:55 am.

Note: SGI CRD Director David Howe provided his report, Item 9a, at this time.

SGI CRD Director David Howe introduced Ben Maberley to the Commission and provided an overview of his background and the benefits of his experience to his role as Alternative SGI CRD Director.

SGI CRC Director David Howe provided an overview of the Emergency Exit project for the Magic Lake development area. He outlined additional exit options and the challenges that present for each one. He noted that all levels of government have acknowledged the need for additional exits and are coming together to find a solution.

David Howe also noted that the cedar trees donated from the project to local First Nations have been well received and he commended the Commission on their work on the project.

A discussion was held regarding fire risk on the Southern Gulf Islands.

Note: David Howe and Ben Maberley departed the meeting at 10:24 am and a break was held until 10:34 am.

5. MAINTENANCE REPORT

a) Boat Nook Status

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Ben Symons noted that the project is awaiting the contractor's schedule to complete this project by replacing the coarse gravel and installing a bench.

b) Gowlland Point Table Follow up

Chair Chapman noted that the project has been completed, but that the boulders were not placed in the originally planned location. He reported that the neighbour is not pleased with the change to the plans, but has accepted the changes and agrees that it is an improvement.

A discussion was held regarding future plans for the gravelled area. It was noted that without vehicle traffic, the gravel will naturalize.

Ben Symons noted that he will install reflectors on the boulders once the setting has been finalized. There was general consensus that the placement shall remain.

c) Magic Lake Picnic Area

Chair Chapman reported that the berm clearing has been planned and the public has been notified. He noted that public concern is anticipated, but that the decision and action are not being done by the Commission and that they do not have authority to authorize nor prevent it.

Chair Chapman reported that the riparian area assessment for the property has been received and that he will circulate it electronically.

Action Items: JC, circulate report

d) Magic Lake Swimming Area

It was noted that the plan provided to the contractor was not followed exactly, but that the final result is acceptable.

e) Skeele's Road Tree Cutting and Trimming

Ben Symons noted that the cuts are not consistent with a chainsaw and that he believes it was a reciprocating or bow saw.

Chair Chapman reported that the CRD has been consulted and that they have outlined the three options for dealing with the culprit, once they are identified. He noted that there is a civil, criminal, and bylaw option.

Note: A discussion was held regarding item 7a) Michael Lecour, Conery Cres.

Chair Chapman reported that Michale Lecour has written to note that van camping is taking place at the end of Conery Crescent and also that litter and empty alcohol bottles are frequently found. A discussion was held and it was agreed that Chair Chapman shall respond to the correspondence and direct further concerns to John Bradley with Main Roads.

Note: A discussion was held regarding item 7b) Graham Boffey, Bosun-Galleon

Chair Chapman noted that bark from a cedar tree in Bosun-Galleon was stripped. There was general consensus that the matter should be addressed in the next Pender Post article.

Note: A discussion was held regarding item 7d) Olga Kalyniak, Rope-Capstan Trail

Ben Symons reported that there has been ongoing discussion with the home owners regarding correctly observing the boundary between the property and the trail. He noted that

the matter appears to be resolved and that the property owners appear to be installing a fence along the appropriate boundary.

f) Mortimer Spit Outhouse

Ben Symons reported that the work has been completed and the outhouse will be opened very shortly.

g) Disc Park Lower Outhouse

Chair Chapman reported Ben Symons will complete the repair. Ben Symons provided an overview of the roof design.

h) Trail Replacement at Lively Peak Trail

Chair Chapman and Ben Symons provided an overview of the plan for redirecting the trail to the peak.

Ben Symons reported that the sign post for the Scarff end of the trail is ready to be installed and there was general consensus that the sign post shall include all necessary prohibition signs.

Chair Chapman reported that he has spoken with the Fire Hall regarding the use of the emergency exit in non-emergency or training situations. He reported that the Fire Department has requested to test the trail twice annually to ensure it remains suitable as a route for the trucks.

Chair Chapman noted that Big Digem has completed the work, but will remain available for future adjustments that may arise.

A discussion was held regarding ongoing maintenance. It was noted that a motion was passed outlining the limited role that the Commission was willing to take in future maintenance. There was general consensus that Chair Chapman shall compose a letter to the CRD, reminding them of the motion and the implications.

Action Item: JC, Letter

i) Enchanted Forest

Chair Chapman noted that Ben Symons has circulated a drawing with a proposed trail extension. There was general consensus in support of the project.

It was agreed that Chair Chapman shall contact the Islands Trust Fund regarding the following projects and that, without any objections from them, Ben Symons shall move forward with the following work:

- Trail extension
- Moving entrance location
- Waterfall lookout retaining wall repair, look out step repair, and bench replacement with a cover.

Action Item: JC

j) Dog Park

Kathy Curtis reported that the dog bag waste station is full and that the park is being well used. She noted that she is still awaiting feedback from Youth Sports on the project.

A discussion of further development was held and the following points were agreed with general consensus:

- The parking area and gated entrance will require extra gravel to combat the mud.

- Ben Symons shall communicate with the contractor to consider installation of a second waste station.
- Kathy Curtis shall communicate with the dog group and recommend they seed the mudded area and section it off with yellow tape.

Action Items: KC

k) Rope/Capstan Trail

Note: this item was discussed under item 5e.

Ben Symons noted that additional round PIPRC signs are needed. There was general consensus that magnetic signs for the vehicles and 30 round PIPRC signs shall be replaced according to the past motions.

MOTION: Moved by Rob Fenton, seconded by Arnie Alksne, that the Pender Islands Parks and Recreation Commission pay the membership fee to the Recycling Society annually.
CARRIED

Note: A discussion was held regarding Item 9d) Earth Day

It was noted that Ray Pink will be leading the Commission’s group to volunteer at the beach clean-up. Ray Pink reviewed the volunteers who are planning to attend and the schedule for the day. Ben Symons noted that he has some debris, removed from beaches over the year, in storage at the shed. There was general agreement that the debris will be brought to the refuse station at the cleanup day.

Note: Ben Symons departed the meeting at 11:46 am.

6. PRIORITY ITEMS

a) School Use Agreement Insurance

Chair Chapman reported that he is continuing to work on arranging the instalment of an outhouse at the school. He also reported that he is communicating with the hockey rink users and that they have provided their information for the umbrella insurance project.

He noted that the group has recommended that the area be rented by the CRD from the school board, that there is precedent for such arrangements in other CRD areas, and that such an arrangement would facilitate the insurance needs and the installation of an outhouse.

Chair Chapman reported that he has discussed the matter with the CRD and also that the School Board will be discussing the matter at their next meeting. Chair Chapman provided an overview of the process that needs to be initiated to create such an agreement between the CRD and the school board.

Chair Chapman reported that Alternate SGI CRD Director Ben Mabberley is working on the umbrella insurance project. He noted that the information from the groups has been sent to three insurance companies and an insurance lawyer is involved in the process.

b) Master Plan Status

No update to report.

c) Thieves Bay Lawn Project

There was general agreement that this matter shall be discussed in camera.

d) Improvements to Shingle Bay Park

Chair Chapman reported that further work is needed to mitigate erosion and the planting of native plants. He noted that this will need to be considered as part of a larger discussion of fund allocation.

e) Planning Meeting

Chair Chapman recommended that the Commission should finalize the anticipated costs of Gardom Pond before being able to plan for future projects.

There was general agreement that the Treasurer could consider bringing the former bookkeeper back on a consultant basis to help better understand the costs.

f) Proposed Bylaws to Permit Bikes on Designated Trails

Chair Chapman reported that he had circulated all communications with the CRD on the matter. He noted that the recommendation is that the bylaw be re-written as the current bylaw is un-enforceable due to vague language.

There was general agreement that the recommendation should be followed.

Rob Fenton noted the cost for the legal opinion and the bylaw revision will be charged to the Commission.

g) Integrating Trails/Parks with Commissioners

There was general consensus that this item shall be postponed to the next meeting.

h) Wein's Valley Home Farm Trail

It was noted that the Commission had, at the April 21, 2017 meeting, approved funds for the cost of developing a portion of the Wein's Valley Home Farm Trail. There was agreement that a redundant motion be passed for this fiscal year.

MOTION: Moved by Rob Fenton, Seconded by Tim Hall, That Pender Islands Parks and Recreation Commission approve the expense of \$2500 to be allocated to Moving Around Pender, for expenses on the Pender Islands Parks and Recreation Commission's permitted Right of Way of the Wein's Valley Home Farm Trail. Carried.

7. CORRESPONDENCE

A) Micheal Lecour, Conery Crescent

Note: This item was discussed under item 5e.

B) Graham Boffey, Lively Peak

Note: This item was discussed under item 5e.

C) Michel Pelletier, Memorial trees at Thieves Bay

Chair Chapman noted that the letter reported that the area is not being suitably maintained. He further reported that the contractor has been notified.

D) Olga Kalyniak, Rope-Capstan Trail

Note: This item was discussed under item 5e.

E) Gerry McKeating, Appreciation for dog park

Received for information.

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8. REPORTS

a) SGI CRD Director's Report

Note: This item was delivered under item 4

b) Chairperson's Report

No further items to report.

c) Treasurer's Report

Rob Fenton provided an overview of the report. He noted that the Commission should be mindful of ensuring that ongoing costs are managed for the fiscal year to ensure that funds are not short at the end of the year.

It was also noted that there are discrepancies with the funds and that these will need to be addressed with the CRD for clarification.

d) Recreation Report

Susan Parr reported that the funding process is about to begin and that the website will include updated information.

e) Communications Report

Chair Chapman reviewed the scheduled contributors for upcoming Pender Post articles. Derek Wolff will write the May article, due April 20, 2018. Susan Parr will write the June article, due May 20, 2018. Kathy Curtis will do the July article, due June 20, 2018.

Action Item: DW, SP, KC

There was general agreement that Arnie Alksne shall order business cards for Derek Wolfe.

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) Commonality Meeting

Note: This item was discussed under Item 4

c) Earth Day Beach Cleanup, Saturday April 21, 2018

Note: This item was discussed under item 5k

d) National Parks Liaison Meeting

Chair Chapman noted that the content of this report had been discussed at a various times during the meeting.

e) Liliac Spalding Park Use Request

Chair Chapman reported that a request to hold a wedding ceremony at the park has been received and circulated to the Commissioners. A discussion was held regarding the volume of people anticipated and the parking issues. It was noted that the current application is for too many people and should be refused.

A discussion was held and there was general agreement that the park use application should be reviewed with the following considerations:

- Park-specific limitations on party size.
- Prohibition of alcohol
- Parking restrictions, such as that of Castle Road

There was general agreement that Susan Parr shall contact the applicant to find a mutually agreeable solution and note that Castle Road is a private road, the maximum capacity is 20, and that liquor would not be permitted. It was also agreed that Derek Wolff shall review the application online and report back.

Action Item: SP, DW

Note: Arnie Alksne departed the meeting at 12:39 pm.

10. IN-CAMERA MATTERS

MOTION: Moved by Rob Fenton, seconded by Kathy Curtis, 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 1:21 pm and the meeting was reopened to the public.

Chair Chapman reported that there were no items for the Rise and Report:

11. NEXT MEETING

The next meeting will be held on Friday, May 18, 2018 at 9:00 am at Plum Tree Court.

12. ADJOURNMENT

By general consensus, the meeting was closed at 1:21 pm.