

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, December 14, 2018 (9:00 am)**  
**Plum Tree Court, North Pender Island**

**Present:** John Chapman, Susan Parr, Derek Wolff, Ray Pink, Tim Hall, Kathy Curtis, Ben Symons (Maintenance Contractor), Shannon Brayford (recorder)

**Regrets:** Arnie Alksne, Rob Fenton, Ben Maberley (Alternate to Director CRD SGI), David Howe (Director CRD SGI),

**Public:** Michael Symons, William Davies, Tom Bell, Jan Kirkby, Andrea Mills (CRD), Hans Tammemagi

## **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 that several members of the public were in attendance as prospective Commissioners. He provided an overview of the Commission and its role. He invited everyone to introduce themselves.

Chair Chapman reported that there were certificates of appreciation from the Capital Regional District (CRD) distributed at a past meeting. He presented certificates to Derek Wolff and Tim Hall who had not yet received those certificates.

## **2. APPROVAL OF AGENDA**

By general consensus, the agenda was approved as presented.

## **3. ADOPTION OF PAST MINUTES**

### **a) Minutes of November 16, 2018, Regular Business Meeting**

The following amendments were recommended:

- Under 5m, add the phrase "prior to the opening of the park".
- "Invite" to "introduce"
- Under item C) "Compass Bay" to "Compass Crescent"

By general consensus the minutes were adopted as amended.

## **4. DELEGATIONS AND PUBLIC PRESENTATIONS**

None.

Chair Chapman noted that Kristen Morley (CRD Bylaw) will attend a meeting in February and that a recent donor, Rollie Guenette, will attend a future meeting.

## **5. MAINTENANCE REPORT**

### **a) Thieves Bay**

Chair Chapman reported that this matter was addressed in Ben Symon's written report. Ben Symons provided an overview of the water saturation in the field and it was noted that the silt barrier is still in place and is currently holding back a lot of material.

### **b) Lively Peak Egress Status**

Chair Chapman reported that the bylaw has not yet been received regarding bicycles on some trails, but that an update is expected in February. He also reported that the seeding has taken and growth can be seen.

Ben Symons reported that the Compass-Tiller Trail boulders have not been installed. Chair Chapman provided an overview of the matter for the benefit of the public, noting that recent sewer work has widened the trail to the point it could be mistaken for a road.

## 6. PRIORITY ITEMS

### a) Disc Park Shelter

Tim Hall provided an overview of the remaining application process for the Temporary Use Permit with the Islands Trust and reported that the notification process has been initiated. He also reported that the matter will be considered at the North Pender Island Local Trust Committee's January meeting.

Chair Chapman provided an overview of the history of the matter for the benefit of the community members,

A discussion was held regarding the building permit.

**MOTION:** Moved by Tim Hall, seconded by Susan Parr, that the Pender Islands Parks and Recreation Commission approve payment for a Building Permit application for the construction of the temporary Disc Park Shelters. **CARRIED**

### b) Drummond Bay OA

Chair Chapman reported that a ten-year access licence is being finalized between the CRD and the owners. He noted that the most recent draft placed a significant maintenance burden on the owners and that the wording is being reconsidered.

### c) Lawn Bowling Proposal and Disc Park Rezoning and Building

Chair Chapman provided an overview of the matter, including the group's proposal and their preferred location at Danny Martin Park. He noted that several biologists have been contacted in the hope of hiring them to assess the area, but there has not been any success in hiring someone at this time.

### d) Proposed Bylaw to allow Bikes on Public Trails

Chair Chapman provided an overview of the matter, noting that bicycles are currently using the trails and the current bylaws are not enforceable, thus are being updated accordingly. He reported that the matter will be further addressed at the February meeting.

### e) Community Use of Parks for Personal Functions

Chair Chapman noted that Derek Wolff's written report was circulated to the Commissioners and the members of the public in attendance.

Derek Wolff provided an overview of the matter, including the way such events were handled in the past.

A discussion was held regarding the application process and consideration of streamlining it.

Chair Chapman invited members of the public to share their comments and the following recommendations were made:

- Mortimer Spit, one of the sites specified for larger group use, is a unique and sensitive area, being a salt marsh.

- That the Commission reevaluate the matter and consider approaching it from a perspective of evaluating impact.
- That the impact on other park users be considered, particularly if granting exclusive use.
- That the wording implying that all applications will be approved be reconsidered.
- That the document be edited for brevity.
- That the 100 person limit, which is exceeded by a few popular events already occurring at Danny Martin Park and the Disc Park, be reconsidered.
- Consideration of prioritizing public use over commercial use.
- That the timeline be shortened, as many events that would fall under the application are not those that are regularly planned that long in advance.
- That event time deadlines be set for daylight hours in consideration of noise and neighbours.
- That if exclusive use is allowed, then an annual limit be set for each park.
- That the Commission consider and plan for how the administrative duties created by this process will be managed, for example maintenance of a usage calendar.

Derek Wolff acknowledged the recommendations and agreed to return to a future meeting with a new draft.

## **7. CORRESPONDENCE**

None.

Note: Ben Symons departed the meeting at 10:11 am.

## **8. REPORTS**

### **a) SGI CRD Director's Report**

None.

### **b) Chairperson's Report**

Chair Chapman reported that the new Pender Island Road Technician from Ministry of Transportation and Infrastructure (MOTI) visited to discuss consideration of installing an outhouse on the Road Right of Way by the school. He reported that they also visited Gowlland Point to consider the erosion solution installed by maintenance contractor Ben Symons. He noted that MOTI is considering future work to address seepage water that may be required at the site. He also reported that they visited the site beside the bridge at Ainslie Point Road and noted that the culvert under the road is corroded along its length.

Chair Chapman reported that he and Ray Pink attended a meeting regarding the CRD Asset Management Plan. He provided an overview of the rationale for developing a systematic approach. He noted that the Commission will need to give the matter more attention in the future.

### **c) Treasurer's Report**

Chair Chapman noted that the Commission had previously passed a motion to request a budget allotment increase and reported that the request had been approved. He provided an overview of the increases, including a \$21,000.00 increase to Recreation Funding.

Chair Chapman reported that an additional increase of \$50,400 has been allocated and that the CRD has asked how this should be apportioned between the operating and capital budgets. Chair Chapman noted that over the past few years the Commission has used its full operating budget and recommended a small portion be allocated toward that budget. He also recommended that the remainder be allocated to the Capital Budget, noting that there are

several proposed projects and that the Gardom Pond issue has not yet been settled and has the potential to deplete the current Capital funds.

**MOTION:** Moved by Chair Chapman, seconded by Tim Hall, that the Pender Islands Parks and Recreation Commission increase the 2019 Tax requisition for the Community Parks service by \$50,400.00, or amount available, to \$150,510.00 and increase the transfer to the Capital Reserve Fund to \$40,400.00 or to balance. **CARRIED**

Susan Parr and Kathy Curtis opposed

A discussion was held regarding the implications of putting the funds into the Capital Reserve now compared with placing them in the Operating Fund. Recommendations for alternatives were made.

Kathy Curtis recommended that the Commission consider the public relations component and provide information to the public on the purposes of the funds prior to requesting them. Chair Chapman recommended that the matter be addressed moving forward with increased public communication and that this begin with the proposed open house.

**d) Recreation Report**

Susan Parr reported that the skating group has cancelled one ice time and the matter of payment has been arranged with the CRD.

**e) Communications Report**

Chair Chapman reviewed the scheduled contributors for upcoming Pender Post articles. Arnie Alksne will write the January article, due December 19, 2018. Derek Wolffe will write the February article, due January 20, 2018. Chair Chapman will write the March article, due February 20, 2018.

*Action Item: AA, DW, JC*

**9. NEW/OTHER BUSINESS**

**a) Pender Islands Trust Protection Society**

Chair Chapman reminded Commissioners that the Pender Islands Trust Protection Society will be holding a two-day discussion and seminar on Water Resources in the Southern Gulf Islands on April 13 and 14, 2019.

**b) Open House**

Chair Chapman circulated a proposal on the matter and recommended that the Commissioners respond to the proposal by email. A discussion was held regarding the date and location. There was general consensus that the event shall be held in March during a Community Lunch on a Friday at the Community Hall.

**c) Magic Lake Lantern Festival**

Chair Chapman reported that the group has submitted an application. A brief discussion was held and there was general consensus that the application be approved.

Note: A break was held from 10:41–11:07 am. All members of the public departed at this time.

**10. IN CAMERA**

**MOTION:** Moved by Susan Parr, 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**

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Adopted

Note: See separate In Camera Minutes of the same date for the discussion that followed.

By general consensus, the closed meeting was adjourned at 12:00 pm and the meeting was reopened to the public.

Chair Chapman read the following motion as a Rise and Report:

“It was moved, seconded, and carried that the Pender Islands Parks and Recreations Commission submit the following names to Southern Gulf Islands Capital Regional District Director David Howe as recommendations for appointees to the Commission: Jan Kirkby, Hans Tammemagi, and Tom Bell.”

## **11. NEXT MEETING**

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

Chair Chapman noted that the next meeting may include a smaller group as current Commissioners' terms will expire December 31, 2018 and the new Commissioners will not be appointed prior to that.

## **12. ADJOURNMENT**

By general consensus, the meeting was closed at 12:07 pm.