

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of a Regular Meeting
Friday, January 18, 2019 (9:00 am)
Plum Tree Court, North Pender Island

Present: John Chapman, Susan Parr, Arnie Alksne, Ray Pink, Tom Bell, Jan Kirkby, Ben Symons (Maintenance Contractor), Shannon Brayford (recorder)

Regrets: Hans Tammemagi, Derek Wolff, Ben Mabblerley (Alternate to Director CRD SGI), David Howe (Director CRD SGI),

Public: Ralph Dawson.

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 invited the members to introduce themselves to the member of the public in attendance.

Arnie Alksne volunteered to look after the baked goods and coffee for future meetings.

Chair Chapman noted that he has bios for each Commissioner from their application. He requested permission to circulate them among the Commissioners for information. There was general consensus that this shall be done.

It was noted that business cards could be provided to the new Commissioners and if they were wanted that those Commissioners should send their contact information to Arnie Alksne.

2. APPROVAL OF AGENDA

Chair Chapman recommended the following additions to the agenda:

- 10d, Magic Lake Picnic Area Dock
- 6e, Lively Peaks
- 6f, Rope Capstan Trail

Chair Chapman also recommended removal of item 6h, "Group Use of parks for Personal Functions" as the Commissioner leading the project had sent his regrets.

By general consensus, the agenda was approved as presented.

3. ADOPTION OF PAST MINUTES

a) Minutes of December 14, 2018, Regular Business Meeting

The following amendments were recommended:

- Page 3, Treasurers report that "be allocated" be added on line 4.
- That all incidents of "disk" be amended to "disc"

By general consensus the minutes were adopted as amended.

4. ELECTIONS

John Chapman invited recorder Shannon Brayford to call the election for the position of Chair.

Shannon Brayford provided an overview of the process.

Shannon Brayford made a first call for the position of Chair of the Pender Islands Parks and PIPRC January 18, 2019
Adopted

Recreation Commission. Ray Pink nominated John Chapman. John Chapman accepted the nomination, noting that he recognizes the hesitance of new Commissioners to serve as Chair, but that he would only be willing to remain in the position for a few months.

Shannon Brayford made a 2nd and 3rd call for nominations for the position of Chair of the Pender Islands Parks and Recreation Commission, but heard none.

By acclamation, John Chapman was declared Chair of the Pender Islands Parks and Recreation Commission.

Chair Chapman made a first call for the position of Vice Chair of the Pender Islands Parks and Recreation Commission. Jane Kirkby nominated Tom Bell. Tom Bell accepted the nomination.

John Chapman made a 2nd and 3rd call for nominations for the position of Vice Chair of the Pender Islands Parks and Recreation Commission, but heard none.

By acclamation, Tom Bell was declared Vice Chair of the Pender Islands Parks and Recreation Commission.

Chair Chapman provided an overview of the position of Treasurer and a discussion of the role was held. It was noted that the position could be temporary and revisited should the elected member decide to step down after a few months.

Chair Chapman made a first call for the position of Treasurer of the Pender Islands Parks and Recreation Commission. Arnie Alksne nominated Susan Parr. Susan Parr accepted the nomination.

John Chapman made a 2nd and 3rd call for nominations for the position of Treasurer of the Pender Islands Parks and Recreation Commission, but heard none.

By acclamation, Susan Parr was declared Treasurer of the Pender Islands Parks and Recreation Commission.

A discussion of the meeting structure and the agenda was held. Recommendations were made for improved efficiency. Chair Chapman also noted that the new Commissioners will receive an introduction package from the CRD in the mail.

5. DELEGATIONS AND PUBLIC PRESENTATIONS

Chair Chapman noted that Kristen Morley will be visiting the February meeting to discuss the new bylaw regarding bicycles on park trails.

He also noted that a local donor will be attending a future meeting, yet to be determined.

6. MAINTENANCE REPORT

a) Gowlland Point Staircase

Ben Symons reported that the staircase and bank were not impacted by the December storm. He also provided an overview of the proposed renovations to the stairs, noting that there are two options, each which will be presented with drawings at a future meeting.

Action Item: BS

b) Boat Nook Status

Ben Symons noted that the contractor is still needed to complete the project.

c) Enchanted Forest

Ben Symons reported that one tree came down on the trail during the December storm. He also reported that the re-routing of the trail is complete and was very successful.

d) Thieves Bay

Chair Chapman noted that discussions have been held regarding a perimeter trail and planting of native plants. He recommended that Ben plan the trail and that the Commissioners continue to consider the native plants in coordination with Pender Island Conservancy Association (PICA). There was general consensus in support of the recommendation.

Chair Chapman provided an overview of the Thieves Bay project, including the work completed to date and projects still ongoing. He reported that new grass is anticipated to have filled in sufficiently for park to be in use in late Spring.

e) Lively Peak Park

Chair Chapman noted that a draft letter was circulated to the Commissioners entitled "Letter to Chief Boyte Re: Use of Emergency Egress through Lively Peak Park". A discussion of the route's use during the December Storm was held and there was general consensus that Chair Chapman shall send the letter.

Action Item: JC

f) Rope Capstan Trail

Chair Chapman provided an overview of the matter noting that coordination with Main Roads and the neighbouring property owner would be required to improve the trail's usability in the wet season. He noted that a report has been circulated to the Commissioners electronically and recommended that it be discussed at a future meeting.

g) Additional Items

Chair Chapman reported that the Community Bus agreement to park at the work shed has come to an end.

Chair Chapman and Ben Symons reported that the boulder requested for the Compass Tiller trail will be installed in the Spring and that the sink hole created by the sewer pipe is known to the CRD and will be marked for safety.

Chair Chapman noted that James Wiley has reported that the disc park outhouse is not meeting demand and recommended a flush toilet. It was noted that the matter will need to be considered in the future. .

A discussion was held regarding agenda packages and storage of files. There was general consensus that Tom Bell and Shannon Brayford shall discuss the project and report back at a future meeting.

Action Item: TB, SB

Note: Ben Symons departed the meeting at 10:19 am.

7. PRIORITY ITEMS

a) Open House

Chair Chapman provided an overview of the event and a discussion of dates was held. Chair Chapman noted that he will discuss perspective dates with the Community Hall. There was general consensus that the Commission consider a May or June date.

Chair Chapman circulated a document with recommendations for inclusions in the event. A discussion of a display unit was held and it was recommended that a professional display be created. Jan Kirkby volunteered to lead the project. Recommendations included retractable roll up signs and discussions with local professionals for photography and marketing.

MOTION: Moved by Susan Parr, seconded by Jan Kirkby, that the Pender Islands Parks and Recreation Commission approve the expenditure of up to \$5000.00 for the creation of materials for public information. **ADOPTED**

Action Item: JK

b) Planning Meeting

There was general consensus that a date for this meeting be considered after the Open House.

c) School Use Agreement

Chair Chapman provided an overview of the matter and the project's details to date. A discussion of the use of the school and of PIPRC-supported recreation programs was held. There was general consensus that the Commission shall continue working cooperatively with the School Board to revise the agreement to the benefit of both the School Board and the community's needs.

Chair Chapman noted that a report on the agreement was circulated electronically on January 16, 2019. He noted that the following topics require consideration:

- Establishment of a system for booking the space.
- Expanded facility use (greater space in the school available for users).
- Inclusion of the roller rink use.
- School priority use of the stage and gym.
- Establishment of a committee to manage the agreement.
- Definition of the payments from the PIPRC and the items covered by those funds.
- Indemnification and Hold Harmless Clause for the School Board.

Chair Chapman recommended that the template agreement be passed to the CRD for drafting.

MOTION: Moved by John Chapman, seconded by Tom Bell, that the Pender Islands Parks and Recreation Commission confirms that they will take a collaborative approach with the revision of the present Community School Use Agreement. **CARRIED**

There was general agreement that Ray Pink and John Chapman will continue to work on the project.

Action Item: RP, JC

d) Trail Guardian Program; Commissioner Trail Responsibilities

Chair Chapman provided an overview of the project, noting that this was a project of former Commissioner, Kathy Curtis.

It was recommended that the trails shall be divided among the Commissioners and that members of the community be recruited as Trail Guardians. It was noted that Ben Symon's direction should be sought.

There was general consensus that Jan Kirkby shall confirm the list trails and assigned Commissioners and report back.

Action Item: JK

Note: Tom Bell departed the meeting at 11:45 am

e) Disc Park Shelter

PIPRC January 18, 2019
Adopted

Note: This item was discussed after item 11.

f) Lawn Bowling Proposal and Disc Park Rezoning and Building

Chair Chapman reported that an update on this project will be provided next month.

g) Drummond Bay OA

Chair Chapman reported that an update on this project will be provided next month.

8. REPORTS

a) SGI CRD Director's Report

None.

b) Chairperson's Report

None.

c) Treasurer's Report

None.

d) Recreation Report

None

e) Communications Report

Chair Chapman reviewed the scheduled contributors for upcoming Pender Post articles. Derek Wolffe will write the February article, due January 20, 2018. Chair Chapman will write the March article, due February 20, 2018. Tom Bell will write the April article, due March 20, 2018.

Action Item: AA, DW, JC

9. NEW/OTHER BUSINESS

a) SGI Water Resources Panel Discussion April 13 & 14, 2019

Chair Chapman noted the date of the upcoming meeting.

b) Commonality Meeting

Chair Chapman provided an overview of the meeting and noted that PIPRC will be hosting the spring meeting. A discussion of dates was held and there was general consensus to consider the first week of June.

c) Potluck

Chair Chapman reported that an update on this event will be provided next month.

d) Disc Park Toilet

Chair Chapman recommended that the matter be discussed at a future meeting.

e) Magic Lake Dock

Chair Chapman reported that Alaia Hamer, of Three in the Tree, had written in support of installation of the dock at the picnic area end of the lake. Chair Chapman provided an overview of the history of the matter, noting that it had been considered in the past. There was general consensus that the matter shall be revisited and Arnie Alksne volunteered to discuss the matter with Three in the Tree and re-visit the past research.

Action Item: AA

10. IN CAMERA

None.

Note: Ralph Dawson departed the meeting at 11:52 am and noted that he would be in touch regarding his willingness to volunteer in support of the Commission.

11. NEXT MEETING

The next meeting will be held on Friday, February 15, 2018 at 9:00 am at Plum Tree Court.

Note: Item 7e, Disc Park was been returned to at this time.

Chair Chapman provided an overview of the matter and noted that greater discussion of the matter will be held at the next meeting.

Note: Jan Kirkby departed the meeting at 12:02 pm

12. ADJOURNMENT

A general discussion was held regarding the financial documents. Chair Chapman noted that currently the documents are showing a \$5000 surplus, but that he has requested that those numbers be revisited.

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