

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of a Regular Meeting**  
**Friday, March 15, 2019 (9:00 am)**  
**Plum Tree Court, North Pender Island**

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

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

**Guests:** Ben McConchie (Islands Trust), James Willey

**1. CALL TO ORDER**

Chair John Chapman called the meeting to order at 9:02 a.m. He noted that the Commission is meeting in the Traditional Territory of the Coast Salish People.

**2. APPROVAL OF AGENDA**

Chair Chapman recommended the following additions:

- Possible visit from the contractors Jim Willey, Dave Wright, and Rebecca Gooding during the meeting.
- 5g) Standing Tree Capstan Park
- 5h) No smoking and Danger signage
- 9d) Beach cleanup

By general consensus, the agenda was approved as amended.

Hans Tammemagi encouraged that the meeting complete by 12:00 pm and that the agenda have anticipated times set forth in the future. A discussion was held.

Jan Kirkby recommended that agenda items be considered and dismissed when they are resolved. A discussion of the importance of consolidating the agenda, but also maintaining an overview of ongoing projects was held.

It was recommended that the meeting of April be moved from Good Friday to April 23, 2019 at 9:00 am. It was recommended that the Pender Post article and calendar will to note the change.

*Action Item: TB*

**3. ADOPTION OF PAST MINUTES**

**Minutes of February 22, 2019, Regular Business Meeting**

Jan Kirkby noted that the Dog Park does not have a sign with its operating hours and it was recommended that a discussion of this matter be held during the related agenda item.

The following amendments were recommended:

- That "Alksne" be corrected in all instances.

- That the Gowlland Point report be edited from “repair of stairs” to “that there was no storm damage”.

By general consensus the minutes were adopted as amended.

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

None.

#### **5. MAINTENANCE REPORTS**

Note: There was general consensus that item 6h) Dog Park Complaint be moved forward.

A discussion was held regarding the noise complaints and there was general consensus that Chair Chapman will consult with Gerry Phillips regarding setting operating hours for the park. It was noted that there may be other concerns circulating indirectly within the community regarding park use. There was general consensus that the Commission will welcome hearing those concerns and will discuss them as they arise.

##### **a) Gowlland Point Staircase**

Ben Symons and Chair Chapman provided an overview of the water seepage issue. Ben Symons recommended that the Commission consider returning to the wood staircase design. Chair Chapman noted that Highways and the Capital Regional District (CRD) are both investigating which agency is responsible for the maintenance. A discussion of the matter was held and there was general consensus that a response from the CRD and Highways will be considered before moving forward with the stairs. Ben Symons noted that he will complete any necessary repairs for the sake of safety until a further decision is made.

##### **b) Boat Nook Status**

Ben Symons reported that Ron Henshaw has recently visited the site and will complete the work at a future time.

Ben Symons recommended that a game-style, two person table be installed instead of a second bench. There was general consensus that this shall be done and that a wheelchair accessible table be considered.

It was recommended and generally agreed that a photo of the benches be included in the next Pender Post article.

*Action Item: TB*

##### **c) Enchanted Forest**

Ben Symons recommended that the Commission reconsider the covered bench and install a simple bench to replace the existing aging bench. There was general consensus that this shall be done.

##### **d) Thieves Bay**

Ben Symons noted that he spoke to contractors about a perimeter trail, but has not received a quote yet.

**e) Lively Peak Egress**

Chair Chapman noted that the top gate is currently locked, but that Shaw and the Water Board will need access through the locked passageway. There was general consensus that the Pender Island Fire Department shall manage the emergency exit's security as they see fit.

**f) Rope-Capstan Trail Drainage**

A discussion was held and there was general consensus that the trail be repaired to be an all-weather trail and that Ben Symons shall work at constructing this over time. Chair Chapman recommended that, in the absence of MOTI actions, a culvert be installed at the Rope Road end and that the Commission work with the neighbour at the Capstan end to improve drainage. There was general commission that Highways be consulted regarding the work at the Rope Road end.

**MOTION:** Moved by John Chapman, seconded by Susan Parr, that the Pender Islands Parks and Recreation Commission approve the concept of collaborating with the Smith Residence to construct a swale from the low point of Capstan Road diagonally to redirect the water over the trail. **CARRIED**

Note: Ben McConchie, Islands Trust Trustee for North Pender Island, arrived at 10:00 am.

**g) Standing Tree in Capstan Park**

Chair Chapman noted that he has sent information to the risk assessment officer supporting the decision at the last meeting that the tree shall be left standing.

**h) "No smoking" and "Danger" signage**

Chair Chapman provided an overview of the matter, noting that some of the trail No Smoking signs are difficult to see due to their placement. He reported that this was noted in a letter to Southern Gulf Islands CRD Director David Howe by the Stanley Park Property Owners Association. It was generally agreed that the signs whose visibility can be improved easily shall be moved.

Derek Wolff noted that the railing at Drummond Bay has a space where people could pass through and recommended that the Commission consider a "Danger Sign".

A discussion of "Danger" signs was held and there was general consensus that the primitive nature of the trails is consistent with not installing "Danger" signs, but that the matter shall be monitored.

Note: There was general consensus that item 9b) Magic Lake Dock be moved forward.

Arnie Alksne provided an overview of the matter and a discussion of the dock size was held. He reported that Three in the Tree had requested 14 feet wide and it was noted that 16 feet long would be sufficient.

Ben McConchie, Islands Trust Trustee, noted that the Islands Trust would be asked to consider the matter given that the dock would be installed in a riparian area. He provided an overview of the considerations that the Trustees would review.

There was general consensus that Three in the Tree be consulted to confirm that 14x16 feet would be suitable and also that the project approval requirements (Biological Assessment, Islands Trust applications etc) be revisited.

*Action Item: AA*

Note: Ben McConchie departed the meeting at 10:30 am. A break was held from 10:30-10:49 am. Jim Willey arrived during the break.

Note: By general consensus the discussion of item 6d) Disc Park was moved forward.

Jim Willey noted the high volume of the use of the park. He also noted that the Commission may not have a full understanding of the work being completed on the park by the users.

It was reported that the upper outhouse is marginally handling the volume of users and the result is an unpleasant odour. He recommended that installation of a larger vent pipe to help reduce the odour. A discussion of future installation of a flush toilet was held. It was noted that there is now a local company that can do the pumping.

There was general consensus that the larger pipe be installed, that Arnie Alksne shall contact the local provider about assuming the pumping contract, and that Chair Chapman shall discuss a flush toilet with the Disc Park user group.

*Action Item: AA, JC*

James Willey noted that some users would like to install concrete pads and there is dissent among the group regarding the matter. There was general consensus that Chair Chapman shall discuss the matter with the user group.

*Action Item: JC*

## **6. PRIORITY ITEMS**

### **a) Open House**

Jan Kirkby provided an overview of the history of the matter and the work done to date. A discussion of the promotional materials and the rationale for producing them was held.

A discussion of the Trail Guardian Program was held. There was general consensus that the matter needs further discussion, but that volunteers will be sought at the open house.

There was general consensus that Hans Tammemagi, Derek Wolff, and Jan Kirkby will work with the Communications Consultant to develop two roll ups that will display the “treasures” and “benefits” of the parks.

*Action Item: DW, HT, JK*

It was noted that Tom Bell and Chair Chapman will be creating a survey.

*Action Item: TB and JC*

There was general consensus that a slide show of photos shall be presented either on a projector at the booth or on the TV in the lounge.

*Action Item: JC*

It was noted that additional items are required, including sandwich boards to draw people in, name tags for Commissioners, Trail Books, writing utensils for the surveys, and trail maps.

**b) School Use Agreement**

Chair Chapman reported that Steve Carey has the template and is drafting it.

**c) Trail Guardian Program; Commissioner Trail Responsibilities**

There was general consensus that the matter shall be discussed at a later meeting.

**d) Disc Park Shelter**

Chair Chapman reported that the shelter has been constructed and was well received by park users.

Hans Tammemagi noted that he will be writing a personal letter to the CRD regarding his concerns with the process by which the structure was removed.

**e) Lawn Bowling Proposal and Disc Park Rezoning and Building**

Chair Chapman reported that the lawn bowling group has received a copy of the biological assessment report and no response has been heard back from the group. It was noted that the report identifies the Danny Martin Park Creek area as a sensitive riparian area which limits development.

Chair Chapman provided an update, noting that the CRD has recommended that the Commission consider the rezoning of the Disc Park as part of a larger rezoning application process, He noted that this would delay the application until after the development of the revised Master Plan.

Chair Chapman also reported that he has been invited to write a letter of concern to the Islands Trust regarding the application process' impact on not-for profit groups. He reported that he has done so and will bring it forward at a future meeting for review.

*Action item: JC*

There was general consensus that the matter be discussed at a future meeting.

**MOTION:** It was moved by Arnie Alksne, seconded by Tom Bell, that the Pender Islands Parks and Recreation Commission direct John Chapman to work with Islands Trust on an application for rezoning at the Disc Park and at Danny Martin Park. **CARRIED**

*Action item: JC*

**f) Community Use of Parks for Personal Functions**

Derek Wolff reported that Steve Carey has reviewed the content and that the Director of Risk Management is currently reviewing the content. He also noted that the Commission is still awaiting an update on the process for obtaining insurance and the permits.

**g) Asset Management CRD Project Status**

Chair Chapman noted that an update has been circulated electronically and that the Commission is still awaiting a more detailed update.

**h) Dog Park Complaint**

Note: this item was discussed under Item 5

**i) Youth Sports Licence Renewal**

Chair Chapman noted that CRD combined the licenses for the Disc Park and Danny Martin Park into a single licence for Pender Youth Sports and that they are continuing to work on the matter. He reported that the contract expires at the end of the month, but that it will be extended on a monthly basis until the licence language is resolved. There was general consensus that the Commission continue to support the efforts of the CRD.

**7. CORRESPONDENCE**

None.

**8. REPORTS**

**a) Director's Report**

None.

**b) Chairperson's Report**

It was noted that signing authority documents were received by Susan Parr and Tom Bell, and that they have/will be returned to the CRD.

**c) Treasurer's Report**

Susan Parr reported that she is acclimatizing to her position as Treasurer with the support of the bookkeeper and the Chair.

A discussion of the financial reports was held. It was noted that the financial contact at the CRD has retired, but that Chair Chapman has worked with the former bookkeeper to develop a document of best practices that will help maintain consistency moving forward. Chair Chapman noted that future inclusion of a prediction value for total annual spending has been recommended and should be included in future reports.

Chair Chapman provided an overview of the spending in 2018, highlighting the final Recreation Budget values and Operating Budget values. He also noted that the total reserve has been frozen due to the ongoing matters at Gardom Pond, but that once that matter is resolved, there will be up to \$160,000.00 available for future projects.

Chair Chapman also noted that the Land Reserve account is currently at \$35,000.00 and he recommended that the Commission consider increasing the value of this account.

**d) Recreation Report**

Susan Parr noted that past funding recipients will receive an email to remind them to submit their reports on how the grants were spent this past year.

**e) Communications**

The Pender Post article schedule is as follows:

May edition: Hans Tammemagi

June edition: Susan Parr

July edition: Jan Kirkby

The deadline for submission of articles is the 20<sup>th</sup> of the month prior to the edition at 9:00 am. It was recommended that submissions be made no later than the 19<sup>th</sup> of each month.

**9. NEW / OTHER BUSINESS**

**a) Commonality Meeting**

It was noted that Gooding Catering Company has been booked for the breakfast and lunch catering, and that Ray Pink will distribute the menu options to the Commissioners electronically.

Chair Chapman noted that he will circulate a proposed agenda to the local Commissioners and those on the other islands for comment.

*Action Item: RP and JC*

**b) Magic Lake Dock**

Note: this item was discussed at the end of Item 6.

**c) Revamped Agenda**

Tom Bell provided an overview of the matter and outlined the items that would be included in an agenda package. A discussion of the package and the process was held. There was general consensus that Tom Bell shall work with Shannon Brayford to implement a pilot system for the next meeting and the matter shall be reviewed for further consideration.

*Action Item: TB*

**d) Beach Clean Up**

Chair Chapman reported that the event will be held on the morning of April 20, 2019 from 10:00-12:00. He provided an overview of the event and noted the Commissions' past involvement. There was general consensus that the Commission shall donate two copies of the Trail Guide to the event.

Note: Arnie Alksne and Jan Kirkby departed the meeting at 12:34 pm.

**10. IN CAMERA SESSION FOR PERSONNEL AND PROPERTY MATTERS**

**MOTION:** Moved by Hans Tammemagi, seconded by Tom Bell , that the Pender Islands Parks and Recreation Commission enter an In Camera session 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 12:48 am and the meeting was reopened to the public. Chair Chapman noted that there were no items for the Rise and Report.

**11. NEXT MEETING**

The next meeting will be held on Friday, April 23, 2019 at 9:00 am at Plum Tree Court.

**12. ADJOURNMENT**

By general consensus, the meeting was closed at 12:48 pm.