

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

**Present:** Susan Parr, Ray Pink, Derek Wolff, Arnie Alksne, Hans Tammemagi, Bruce Alexander, Michael Symons, Ben Symons (Maintenance Contractor), Shannon Brayford (recorder)

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

**Guests:** John Chapman, Ron Underhill, Audrey Green

**1. CALL TO ORDER**

Hans Tammemagi acted as Chair.

Chair Tammemagi called the meeting to order at 9:00 a.m. He noted that the Commission meets in the Traditional Territory of the Coast Salish People.

Chair Tammemagi invited the Commissioners to introduce themselves.

**2. APPROVAL OF AGENDA**

It was recommended that item 5a) *Audrey Green Castle Road Trail* be added.

By general consensus, the agenda was approved as amended.

**3. ELECTION OF EXECUTIVE**

Chair Tammemagi noted the resignation of the previous Chair, and the need for an election. He requested that Shannon Brayford call for the election.

Shannon Brayford called for nominations for the position of Chair.

Hans Tammegemai nominated Michael Symons for Chair for the remainder of the term.

Michael Symons accepted the nomination.

Shannon Brayford made two additional calls for nominations. No further nominations were heard

By acclamation, Michael Symons was appointed Chair of the Pender Islands Parks Commission.

Michael Symons assumed the position of Chair.

Chair Symons called for nominations for the position of Vice Chair.

Michael Symons nominated Derek Wolff to the position of chair for the remainder of the term.

Derek Wolff accepted the nomination.

Chair Symons made two additional calls for nominations. No further nominations were heard

By acclamation, Derek Wolff was appointed Vice Chair of the Pender Islands Parks Commission. .

It was noted that Susan Parr remains treasurer.

#### **4. APPROVAL OF MINUTES**

##### **a) Minutes of September 20 2019, Regular Business Meeting**

By general consensus the minutes of September 20, 2019 were adopted as presented.

#### **5. DELEGATIONS**

##### **a. Audrey Green, Castle Road Trail**

Audrey Green introduced herself as President of the Castle Road Strata Council. She provided an overview of a concern that the public are using the CRD trail and venturing onto private property of adjacent lots.

A discussion of the challenges of deterring trespassing was held. There was general consensus that Ben Symons shall review the area and consider strengthening the signage.

Note: SGI CRD Director David Howe arrived at 9:14 am and Audrey Green departed the meeting at this time.

##### **b. Dave Hargreaves, Moving Around Pender**

In advance of Dave Hargreave's arrival, Hans Tammemagi provided an overview of the matter.

There was general consensus that the matter shall be postponed to his arrival.

Note: This matter was returned to after item 8.

##### **c. Commissioner Applicant**

Chair Symons invited Ron Underhill to address the Commission regarding his interest in joining the Commission.

Ron Underhill provided an overview of his background on Pender, his current community involvement, and his interest in the Commission.

Director Howe spoke in favour of the application.

#### **6. MAINTENANCE REPORT**

Hans Tammemagi noted that Ben Symons will receive the outhouse contractor's reports and will alert the Commission to significant matters. Ben Symons agreed to connect with the contractor regarding this new practice.

Ben Symons noted that his report was circulated electronically. He provided a brief overview and noted that the steps at Welcome Bay will be repaired due to a report of deterioration.

## **7. PRIORITY ITEMS**

### **a) Saturna Commonality Meeting**

Chair Symons invited Hans Tammemagi to provide an overview of the matter.

Hans Tammemagi reported that Saturna Chair, Paul Brent, had requested recommendations of dates for the holding of the meeting. He further reported that Pender Island was the only Commission to provide dates and the meeting will likely be postponed.

### **b) John Chapman Report**

John Chapman noted that an electronic report was circulated electronically.

He provided an overview of the following matters:

- Castle Road trail trespassing matter: John Chapman provided an overview of the history of the matter. He recommended that the property lines be carefully reviewed.
- Drummond Bay access: overview of the history of the matter and current status, noting that the property owners have agreed to sign the renewal. He further reported that the new agreement includes a clause for auto-renewal.
- School Use Agreement: The first draft has been completed and the community has provided feedback which was returned to the authors.
- Danny Martin - Disc Park Licence: Provided an overview of the matter of the licence and insurance requirements. He noted that he is acting as intermediary between Youth Sports and the CRD.
- Master Plan: Overview of the past work and recommendation that it become the priority of his contracted time moving forward.
- Records Consolidation: Noted a significant volume of electronic records that need to be organized and delivered to the Commission.

Susan Parr and Hans Tammemagi provided an overview of the history and rationale for the hiring of John Chapman as a contractor to the Board.

## **8. CORRESPONDENCE**

### **a. Donation to the Commission**

Susan Parr provided an overview of correspondence from a resident who has donated in the past and is offering further donations. She further reported that he has requested that the funds be used to install recreational equipment at Shingle Bay.

Chair Symons noted that the Commission should consider refining their policy regarding donations and the degree of direction donors can expect to have on the allocations of the funds.

Director Howe noted that there are additional donor opportunities in which the donors have already indicated that they would like to direct the spending of the funds.

A discussion was held regarding the development of such policies and Director Howe provided an overview of the practices of the CRD on the matter.

There was general consensus that further discussion of the matter shall be held at the next meeting to determine which projects would be preferred for the donation. Susan Parr agreed to contact the donor with an update on the process moving forward.

Note: A break was held from 10:12-10:22 am and Dave Hargreaves arrived at this time.

Note: Item 5b was returned to.

Chair Symons invited Dave Hargreaves to introduce himself.

Dave Hargreaves introduced himself as Treasurer of Moving Around Pender (MAP). He provided an overview of MAP's proposal for a partnership with the PIPRC under which MAP would continue to develop car stops and trails, and PIRPC would then assume maintenance for them.

The Commissioners requested and received information from Mr. Hargreaves on the following notes:

- Plans for future trails.
- Historical cost of maintenance
- Number of car stops.

Chair Symons recognized Ron Underhill, a member of the public, who requested and received information on the licensing of the trails and the Gulf Islands Trails Associations liability insurance.

There was general consensus that the Commission consider the matter further at the next meeting.

Note: Dave Hargreaves departed the meeting at 10:42 am.

Note: By general consensus it was agreed that the agenda be amended to place In Camera as Item 9.

## **9. IN CAMERA SESSION FOR PERSONNEL AND PROPERTY MATTERS**

Chair Symons provided an overview of the legal requirements for a public meeting to be closed for an In Camera session, highlighting Section 90 of the Community Charter and the recommendations of the Office of the Ombudsperson.

A discussion of the matter was held and the manner by which practice should be adapted was considered.

**MOTION:** Moved by Susan Parr, seconded by Derek Wolff, that the Pender Islands Parks and Recreation Commission close the public meeting in accordance with the Community Charter, Part 4, Division 3, s. 90 (1) (a, c, e & k ) for the purpose of considering:

- New commissioner applications
- Hiring of a Commission assistant
- Possible acquisition of Land
- Recreation Funding

And that recorder, Shannon Brayford, be present for the meeting.

**CARRIED**

Chair Symons noted that the public meeting would be reopened following the closed session.

Note: The meeting was closed to the public at 11:02 am. John Chapman and Ron Underhill departed the meeting at that time.

Note: Chair Symons departed the meeting during the closed session. Vice Chair Derek Wolff assumed the Chair at that time.

Chair Wolff reopened the public meeting at 11:51 am. He delivered a Rise and Report with the following motions:

**MOTION: Moved by Arnie Alksne, seconded by Hans Tammemagi**, that the Pender Islands Parks and Recreation Commission recommend that Ron Underhill be appointed to the Commission for remainder of the current term and for the term commencing January 2020. **CARRIED**

**MOTION: Moved by Hans Tammemagi, seconded by Arnie Alksne**, that the PIPRC recommend the allocation of the Recreation funding for 2019-2020 as outlined in the Recreation Funding Report and authorize Susan Parr to adjust the values if directed to do so by the Capital Regional District.  
**CARRIED**

## **10. REPORTS**

**a. Director's Report**

None

**b. Chairperson's Report**

None

**c. Treasurer's Report**

Susan Parr reported that current numbers indicate the possibility of a surplus of approximately \$4500 in the budget. She cautioned that unanticipated expenses and late invoice submissions historically consume such surpluses by year end.

**d. Recreation Report**

None.

**e. Communications**

It was noted that Hans Tammemagi continues to write the monthly submission to the Pender Post.

## **11. OTHER BUSINESS**

**a) Driftwood Display Board**

Hans Tammemagi provided an overview of the request from the Driftwood Centre, noting that they would like to create a map of all of the trails on the islands. He provided an overview of the collaboration that he would like to see from the various organizations that manage trails, noting that it will not be a PIPRC-specific project.

**b) Lively Peak**

Hans Tammemagi reported that he received an email from Shaw Communications regarding maintenance on the road to their communication tower. He provided an overview of his response which advised them that the Commission is not responsible for such maintenance and should they complete it themselves, that they be aware they are on park land and operate accordingly.

**c) Capstan Road Trail**

Chair Wolff provided an overview of the matter, noting that he has visited the trail to observe the drainage issues. He recommended further investigation in order to better understand the path of the water and role of culverts.

A discussion of the matter was held, including the impact that the water is having on the enjoyment of the trail and the options for remediation that could be completed by Ben Symons.

There was general consensus that Arnie Alksne and Derek Wolff shall visit the site to improve their understanding of the issue.

**12. NEXT MEETING**

The next meeting will be held on Friday, November 16, 2019 at 9:00 am at Plum Tree Court.

**13. ADJOURNMENT**

By general consensus, the meeting was closed at 12:01 pm.