

**PENDER ISLAND PARKS AND RECREATION COMMISSION (PIPRC)**  
**Minutes of Regular Meeting**  
**28 July 2025 3:30 pm**  
**Zoom/Pender Community Hall**

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**Commissioners:** George Leroux (Chair/Treasurer), Andrea Mills(EP), Cecilia Suh, Paul Kubik, Paul Brent(EP), Tim Frick, Sandra Tretick and Carolyn Cartwright Owers

**Regrets:** Commissioner Lisa Baille.

**Staff:** Rob Fawcett (EP-Project Coordinator), Ben (Maintenance Contractor), (PICA Restoration contract) Lori Seay-Potter (Admin-PIPRC)

**Guest:** Justine Starke(CRD)

1. **CALL TO ORDER:** The Chair called the meeting to order at 3:35 PM.

2. **APPROVAL OF AGENDA**

**MOTION** to approve the 28 June 2025 PIPRC agenda.

M-Commissioner Kubik, S-Commissioner Suh. **CARRIED.**

3. **ADOPTION OF MINUTES**

**MOTION** to approve the 09 June PIPRC minutes as corrected.

M-Commissioner Kubik, S-Commissioner Mills. **CARRIED.**

4. **CHAIR REPORT and BUSINESS ARISING:**

Correspondence was circulated in advance of the meeting. No discussion arose from the Correspondence.

5. **DELEGATIONS:** None.

6. **OPERATIONS REPORTS**

6.1 **PIPRC Inventory:** Lori is doing final review with Ben, and will follow up with CRD for any missing licence information. Sandra noted that a new map will be produced early 2026. Comm. Frick will send shore access accessibility information to Lori.

6.2 **Maintenance:** Ben circulated a report prior to the meeting, and highlighted:

- Shingle Bay play equipment upgrades underway.
- Wasp Nest Procedure: Responding to a concern for a wasp nest on the George Hill Trail, Ben noted that the current process is to post signage.
- Mirada Road/Barge Terminal: Dynamite Construction (the Dip redevelopment company) notified Ben that work is complete at the site and noted that PIPRC could reinstall the bench. Commissioners Suh and Kubik have visited the site. The chair encouraged other Commissioners to visit the site and revisit the discussion at the September meeting.
- Ben will work with Sandra to produce signage for Doggi Doo Pots.

6.3 **Restoration:** Erin O'Brien's report, on behalf of PICA, was circulated prior to the meeting. Funds are in place for continued restoration work for fall 2026. Erin inquired about signage improvements at restoration sites. Erin provided advice for managing invasive tansy ragwort.

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6.4 **Capital Projects:** Rob's report was circulated prior to the meeting.

- Schooner Way Trail Medicine Beach to Danny Martin - work has begun preparing materials for the Trail, and design work for Phase 2 is well along.
- Thieves Bay Pavillion - CRD and Islands Trust may require a survey and pin locations to ensure the Pavilion location meets the required setbacks. Rob has met with a contractor at the school pavilion site to review installation needs. A Pavillion information sheet will be distributed to neighbours and at the Fall Fair.

6.5 **Dog Park Advisory Committee:** Commissioner Frick reported on the meeting he led on July 28<sup>th</sup> with 10+ community members focused on providing facilities for dogs. The group explored the needs of dog owners and different ideas for meeting these needs. The Group will provide dog sitting for Fall Fair visitors on August 23<sup>rd</sup>. Justine Starke reported that the regulatory bylaw amending the requirements for dogs to be 'under control' and not necessarily on a leash in the parks was finally near finalization.

## **7. REPORTS**

7.1 **CRD Director:** No updates.

7.2 **Chair's Report:** Reported under other agenda items.

7.3 **Treasurer Report:** Comm. Leroux provided a Q2 update on operating and capital expenses. George asked Melody for additional detail on office space costs allocated by CRC to PIPRC. The Pump Track project will be closed and new project lines created for Thieves Bay Pavillion and Magic Lake Dock replacement.

**MOTION** to establish a new \$15,000 capital project code for Thieves Bay Pavillion design, engineering and permitting.  
M-Comm. Leroux, S-Comm. Tretick. **CARRIED.**

**MOTION** to close the existing Pump Track and Magic Lake projects, AND and to establish a new capital project code for the Swimming Hole dock replacement; AND and to allocate the funds remaining in the Magic Lake Dock and Pump Track project codes to the Swimming Hole project. M-Comm. Mills, S- Suh. **CARRIED**

Ben will begin gathering supplies for the dock work and estimated that total project costs could reach \$25000.

**F2026 Budget** – George reviewed the process and timing for submission of the 1<sup>st</sup> Draft of the F2026 Budget by no later than October 31<sup>st</sup>. George will go through the budget line items with Commissioner Frick prior to the preliminary budget to be discussed at

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the September meeting.

- 7.4 **Communications:** August - update on Schooner Way Trail from Rob. September - dog parks. October - Recreation Grants report.

7.5 **Recreation Grants:**

Commissioners Frick, Mills and Cartwright recused themselves from the meeting for the Recreation Grants discussion and decision.

A memo and recommendation for 2025 grant allocation was circulated from the Recreation Committee prior to the meeting. Committee members include Commissioners Tretick, Suh, Baile, and Cartwright. The Committee Chair noted that Comm. Cartwright recused herself from Committee deliberations on Jr. Sailing.

**MOTION** to approve \$72,000 of the 2025-2026 Recreation Grants as set down in the accompanying table, and based on the applications, assessment by the Committee, and final review by the Commission excluding those with a conflict.  
M-Commissioner Brent, S-Commissioner Tretick. **CARRIED.**

Organization	Amount
PI Arts Society	\$ 1,000.00
PI Choral Society	\$ 2,000.00
Ptarmigan Arts	\$ 2,000.00
Three on the Tree	\$ 1,100.00
PI Rec. & Hall Assoc	\$ 29,593.00
Junior Golf	\$ 1,000.00
Pender Skate - Panorama	\$ 2,541.00
PI Child Care Society	\$ 4,200.00
PI Health Care Society	\$ 6,800.00
PI Junior Sailing	\$ 1,500.00
PI Otters Swim Club	\$ 3,000.00
PI School - Basketball	\$ 3,000.00
PI Soccer	\$ 1,000.00
PI Youth Sports	\$ 2,966.00
SGI Neighbourhood House	\$ 6,000.00
Spirit Moves	\$ 500.00
Other	
PI School - fac. operations	\$ 2,800.00
PI Junior Sailing (missed application 2024)	\$ 1,000.00

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**8. NEW BUSINESS AND CORRESPONDENCE**

- 8.1 **Special Event application:** Pender Island Conservancy Association (PICA) made application for a special event permit (circulated prior to the meeting) to engage community members in bat observation.

**MOTION** to approve PICA's Bat observation event at Magic Lake on 21 August, 2025. M-Comm. Tretick S-Comm. Brent. **CARRIED.**

- 8.2 **Mirada Rd/Boundary Pass barge terminal** - covered under Maintenance.

- 8.3 **2026 Work Planning:** Justine Starke reviewed a new CRD Project tracker Form that she would like Commissions to complete to outline planned projects in the budget year. This is intended to assist HQ plan assistance and service needs for the Commission. Justine also provided a decision tree considering levels of engagement required for projects on public lands.

*Commissioner Leroux recused himself from the meeting.*

- 8.4 **George Hill Acquisition:**

**MOTION** to close the meeting in accordance with the *Community Charter, Par 4, Div. 3, Section 90(1)*. M-Commissioner Tretick, S-Commissioner Brent. **CARRIED.**

Commission moved to the closed session at 4:45 p.m. Commission rose from the closed session at 5:05 p.m. *Commissioner Leroux rejoined the meeting.*

- 8.5 **Fall Fair:** PIPRC has booked a table to the Aug. 23 Fall Fair. The focus is to inform and engage the community about PIPRC's work. Rob and Sandra will help organize Commissioners to man the table.

- 10. NEXT MEETINGS:** September 8, 2025.

- 11. MOTION TO ADJOURN** The meeting adjourned at 5:14 PM.

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Minutes approved at the PIPRC Meeting 2025-09-08:

*George Leroux*

George Leroux-PIPRC Chair