

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of Monthly Meeting
Thursday, January 20, 2011 (9:15 am)
Community Hall Lounge, North Pender Island

Present: Pete Williams, John Chapman, Peter Clarke, Colin McLarty, Arn Berry, Michael Symons, Jon Heaney (Alternate for CRD Electoral Area Director), Ethan Smith (PIPRC Contractor), Angie Gray (Bookkeeper) and Zorah Staar (Recorder)

Regrets: Margaret Alpen, Jim Pugh

Public: None

1. CALL TO ORDER

Chair Pete Williams called the meeting to order at approximately 9:15 am. He reported that Angie Gray's term as a PIPRC Commissioner was now ended, but she would be attending today at some point, to provide a financial report to date.

2. APPROVAL OF AGENDA

Items were added to the draft agenda for Moving Around Pender/Earl's Trail, Gardom Pond Dam, and Dog Park Idea.

MOTION: Moved by Peter Clarke, seconded by John Chapman, to approve the proposed agenda as amended. **CARRIED**

3. APPROVAL OF MINUTES

The December 16, 2010 minutes were amended to correct a typographical error. It was also confirmed that the Correspondence heading (item 5) had generally been for mail discussed under that heading, and not elsewhere.

MOTION: Moved by Arn Berry, seconded by John Chapman, to approve the December 16, 2010 minutes as amended. **CARRIED**

4. PRIORITY ITEMS

4.1 Gardom Pond Dam

Pete Williams reported that there had been a January, 2011 meeting of stakeholders affected by the Gardom Pond Dam. At the meeting, Williams had restated the PIPRC/CRD position as one of the water license holders, i.e. that the CRD would cover its portion of the costs for the required dam safety inspection, and meanwhile it was up to the private water license holders to seek assistance from others who they felt had an interest (e.g. the Fire Department, other neighbouring residents, etc.). Colin McLarty said that the Gardom Dam had apparently been built to the standards of the day, but then the province changed those standards, and declared the dam

“high consequence”. Now the required inspection might lead to the province requesting expensive remediation work, or else requiring that the Pond be drained (which would affect the PIPRC’s linear trail and more). There was general agreement at the January stakeholders meeting in support of not draining Gardom Pond.

4.2 Moving Around Pender/Earl’s Trail

John Chapman said that there had been no developments on the Earl’s Trail project initiated by Moving Around Pender (MAP). The next MAP meeting was February 5 (10 am, Hall Lounge), which Chapman could not attend (any other PIPRC Commissioner invited to do so). Pete Williams noted that on this or any other PIPRC file involving CRD assistance, it was useful if the contact person with CRD staff was the PIPRC Chair (unless other arrangements had been made).

4.3 Roller Rink/Sports Court

Pete Williams reported that the School Division had been successful in obtaining a Community Connections grant, for resurfacing and repairs to the roller rink/sports court in the schoolyard. A delegation was expected to attend a future PIPRC meeting to make a request for some additional funding. This would be based on the PIPRC capital funds potentially available for this purpose, and a new joint use agreement to be negotiated (whereby the roller rink became a park during non-school hours).

4.4 New Signage

Colin McLarty reported that pursuant to previous PIPRC agreement, he’d ordered the Peter Cove South “no vehicle access” metal sign and pole, and also 10 general signs about appropriate activities in parks. It was agreed that the Peter Cove sign would be installed by the Maintenance Contractor, to the side of the ocean access but not obstructing it. The other signs would be placed at PIPRC sites where most needed (to be determined).

4.5 2011 PIPRC Officer Elections

Jon Heaney temporarily took the Chair and ran 2011 elections for the positions of PIPRC Chair, Vice-Chair and Treasurer. After three calls for nominations in each case, Arn Berry was declared PIPRC Chair by acclamation, John Chapman was declared Vice-Chair by acclamation, and there were no nominees for the position of Treasurer so it was agreed to defer further consideration of this position to the next PIPRC meeting (see also In Camera Item 5.1 below).

Pete Williams was later thanked by Commissioners for his many contributions and hard work as PIPRC Chair. Williams responded that it had been an interesting and successful transition for Pender Parks and Recreation, and he was happy now to give a new person the opportunity to lead the Commission.

5. IN CAMERA ITEMS

MOTION: Moved by John Chapman, seconded by Colin McLarty, that the meeting be closed to the public for the purpose of discussing personnel and legal/property matters. **CARRIED**

Note: See reporting below for notes on matters discussed during the In Camera portion of the meeting.

MOTION: Moved by John Chapman, seconded by Arn Berry, that the meeting be once again opened to the public, for reporting as below. **CARRIED**

5.1 PIPRC Bookkeeper

It was reported that for the interim period before a new PIPRC Treasurer was elected, the PIPRC had agreed by consensus to ask the former Treasurer to continue PIPRC bookkeeping and cheque requisitioning (in cooperation with the CRD, but benefitting from local knowledge). It was further agreed that inquiries should be made to determine whether it was appropriate to pay compensation for this interim position.

5.2 PIPRC Maintenance Contractor

It was reported that during its In Camera discussions, the PIPRC agreed by consensus to support the Maintenance Contractor's request to reduce hours and work only on emerging necessary requests during February. As for covering other future times when the current Contractor was less available, the PIPRC had agreed by consensus that further inquiries should be made about applicable liability insurance/WCB provisions, the terms of the existing Maintenance Contractor contract, and how best to satisfy the needs of the existing Contractor (whose work was considered excellent) and also meet PIPRC needs for additional work to be done.

5.3 Castle Road Trail and Castle Road Strata Council

It was reported that 3 PIPRC Commissioners had recently walked the Castle Road Trail and nearby PIPRC properties. It had been agreed by PIPRC consensus that further investigations would occur, and that the incoming PIPRC Chair would draft a letter in response to inquiries from the Castle Road strata council (based on In Camera discussions).

6. MAINTENANCE CONTRACTOR REPORT

Contractor Ethan Smith had emailed out a detailed Maintenance Report. Now he made additional comments and there was PIPRC discussion as follows:

- at Capstan Lane Trail, 160 more feet of boardwalk installed, another part of trail re-routed to higher ground, and three clearly dangerous trees removed;
- wetland part of Bosun/Galleon Trail also re-routed as agreed;

- work in progress to replace flood damage/earthen steps at Oaks Bluff;
- more erosion recently at Bridge Park (along canal), and another tree down;
- priority projects for future included more boardwalks (e.g. at Capstan Lane and Enchanted Forest), and replacing Magic Lake Swim Hole dock;
- further re: Enchanted Forest Trail, before re-routing a certain wet portion and adding an entrance, PIPRC needed Islands Trust Fund permission due to their covenant, plus site visit suggested (agreed by consensus that Contractor would advise of date of ITF site visit, so available PIPRC Commissioners could attend, and that park boundaries would be checked by John Chapman with GPS, after which discussion would continue at next PIPRC meeting);
- other key projects from Contractor's point of view were listed, including need for new PIPRC storage shed site to be finalized ASAP;
- also noted that Contractor had not received some recent trail reports from PIPRC Commissioner Michael Symons, so this needed to be checked out.

7. CORRESPONDENCE

None

8. REPORTS

8.1 Chair's Report (Arn Berry)

Berry noted that he would need to delegate and ask for assistance from other Commissioners to manage the Chair role. He also felt it was important to have the PIPRC Volunteer Coordinator position filled by a Commissioner as soon as possible (see item 8.4 below).

8.2 Treasurer/Financial Report

Angie Gray had ended her term as PIPRC Commissioner/Treasurer, but was continuing as Bookkeeper on an interim basis (see item 5.1 above). She had emailed out financial statements before the meeting, showing Parks spending for 2010 as 80.22% of the budget (but with some December invoices not yet entered by the CRD). For Recreation, there was still a small percentage of the 2010 budget remaining (for a couple of projects where info had not yet been provided, and one applicant appeared to have left the island). In addition, there were a couple of stale-dated cheques to follow-up (plus see the motion below). Once the total 2010 operating surplus had been determined, there had been a previous PIPRC motion to transfer it to a capital fund account (for future necessary capital purchases).

MOTION: Moved by John Chapman, seconded by Michael Symons, that the 50% amount paid in 2010 for a Pender Recreation Guide to be prepared (still in progress) could be left with the Contractor for completion in 2011. **CARRIED**

8.3 CRD Electoral Area Director (Ken Hancock)

Alternate Jon Heaney said it had now been decided that the CRD could host the April, 2011 Parks and Recreation Commonality Meeting in Victoria. One of the main topics of discussion could be the new Southern Gulf Islands regulatory bylaw to be drafted. Then Pender could potentially host the fall, 2011 Commonality Meeting. There were no objections to this plan.

8.4 Volunteer Coordinator Report

In the absence of an appointed PIPRC Volunteer Coordinator, John Chapman had compiled an up-to-date list of volunteers, and he planned to add the trails they were each inspecting. He also said that he would scan the volunteer applications to be sent into the CRD (for insurance purposes). Currently Margaret Alpen (PIPRC Commissioner/ Communications person in absentia) was receiving trail reports and forwarding them to the Contractor for action. Chapman planned to ask Alpen to get access to the central PIPRC email account as well.

8.5 Communications (Margaret Alpen) – no report

9. NEW /ADDITIONAL BUSINESS

9.1 Dog Park Idea

John Chapman said he had heard that some community members would like the PIPRC to have a dog park. The question was where? It was noted that dogs were currently allowed on PIPRC sites if they were “under effective control”. However, to have a lot of dogs running free at one time and location would require fencing, and would also raise other issues. Arn Berry suggested that community members who wanted a dog park should come see the PIPRC as a delegation.

10. NEXT MEETING

The next PIPRC Meeting was scheduled for Thursday, February 17, 2011 (9:15 am, Community Hall Lounge).

11. ADJOURNMENT

MOTION: Moved by John Chapman, seconded by Colin McLarty, that the meeting be adjourned at approximately 12:03 pm. **CARRIED**