

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

Present: John Chapman, Colin McLarty, Pete Williams, Margaret Alpen, Jim Pugh, Zorah Staar (PIPRC Recorder), and Ethan Smith (PIPRC Contractor, initially present)

Regrets: Arn Berry, Peter Clarke, Michael Symons, David Howe

Public: Keith Pincott

1. CALL TO ORDER

Vice-Chair John Chapman called the meeting to order at approximately 9:19 am.

2. APPROVAL OF AGENDA

The proposed agenda was amended, to add the issues of New PIPRC Signage and Broom Pulling to 9. New/Other Business. Also, Pete Williams noted that he had to leave at 10:00 am, so matters requiring his presence (e.g. a quorum for motions) were dealt with earlier in the meeting.

MOTION: Moved by Margaret Alpen, seconded by Colin McLarty, that the agenda be approved, as amended. **CARRIED**

3. APPROVAL OF MINUTES

MOTION: Moved by Pete Williams, seconded by Margaret Alpen, that the November 17, 2011 PIPRC minutes be approved. **CARRIED**

4. MAINTENANCE REPORT & DISCUSSIONS

Contractor Ethan Smith had emailed out his monthly Maintenance Report. He made additional comments and there was PIPRC discussion as follows:

- New PIPRC Work & Storage Shed: CRD had suggested paying a private engineer an initial \$1,380 to evaluate 3 shed options (including metal);
- large metal shed option (even pre-fabricated) was now exceeding cost of wooden stick-frame construction, so Contractor Smith proposed that he adapt and build the wooden stick-frame design he had previously developed;
- noted that the building would still have to be movable (e.g. built on "skids"), until Islands Trust Temporary Use Permit had led to a rezoning;
- Colin McLarty suggested a metal roof, and offered to consult on shed design;
- Contractor Smith said that he could start building shed after Connery Crescent work finished and Temporary Use Permit obtained;

MOTION: Moved by Margaret Alpen, seconded by Pete Williams, that the PIPRC direct Contractor Smith to confirm his proposed design and estimate for a wood-frame, moveable, PIPRC work and storage shed, approximately 10 x 20 feet in size. **CARRIED**

- Found Road Interpretive Signs: Smith reported that this project had been completed under-budget, with volunteer assistance from Colin McLarty;
- Drummond Bay Ocean Access (off Higgs Road): recent storm had caused damage, so Smith had now installed new wooden steps;
- Craddock Road Ocean Access: storm damage here as well, with stairs to be rebuilt ASAP and drainage issues addressed;
- Bridges Road Ocean Access: lowest portion of stainless steel handrail was bent by logs during storm, had to be removed and re-straightened, and was to be re-attached after storm season (Note: this portion of handrail was on lowest landing, and Smith said that it did not present a safety issue, but PIPRC requested that a warning sign be posted in any event);
- Connery Crescent Viewpoint: Smith was going to contact subdivision developer, to advise them that work on park dedication was about to begin; meanwhile Smith would start making bench, marker post, and signage, and he and John Chapman would flag trail (based on recent PIPRC site visit);
- William Walker Trail: since danger tree in this area was actually on adjacent Parks Canada property, Richard Lamy was now dealing with it.

John Chapman expressed appreciation for the fine work that Contractor Ethan Smith had been doing.

5. IN CAMERA ITEMS

MOTION: Moved by Pete Williams, seconded by Margaret Alpen, that the meeting be closed to the public for the purpose of approving In Camera Minutes and discussing personnel and/or property matters. **CARRIED**

Note: See separate In Camera Minutes of the same date.

MOTION: Moved by Margaret Alpen, seconded by Colin McLarty, to adjourn the In Camera portion of the meeting, and once again open the meeting to the public. **CARRIED**

Note: During the In Camera meeting, there was discussion about a personnel matter. Contractor Smith left during that portion of the meeting, but then he returned to conclude his Maintenance Report after the shed issue (as above). Pete Williams did the Financial Report (see 8.3 below), but then had to leave before other items, meaning that there was no longer a quorum for motions.

6. CORRESPONDENCE

6.1 Letter from Islands Trust Fund

John Chapman reported on a letter from the Islands Trust Fund, confirming their favourable annual inspection of the Enchanted Forest (on which ITF has a covenant).

6.2 Found Creek Park

John Chapman said that he had received what seemed to be a title search for the PIPRC Found Creek property (by the bridge on South Pender, which acquired in the past through a Crown Grant/). The title search showed an undersurface/mineral rights encumbrance, in favour of what appeared to be a private company. Further inquiry was suggested.

7. PRIORITY ITEMS

7.1 Proposed Private Donation

The PIPRC discussed a previous offer by a private landowner, to make a donation in support of a new swing set. It was believed that the swing set was ultimately paid for by the PIPRC (at least partially), because it was share certificates offered for donation, and there was a difficulty with this. Margaret Alpen said that she would contact the prospective donors again, to see what they were willing to do at this time. Ethan Smith said that there were two old picnic tables at Shingle Bay that could usefully be replaced.

8. REPORTS

8.1 Chair's Report (Arn Berry)

Chair Arn Berry was not able to be present. Vice-Chair John Chapman commented as follows: that the Islands Trust Planner had written to Berry to confirm that the Harbour Hill consolidated covenant would include the agreed PIPRC trail; that the PIPRC needed to have its annual election of Officers at the January meeting; that work should begin in 2012 on the 5-year review of the PIPRC Master Plan; and that this Plan was important for identifying potential park dedication sites and interconnected trail systems, and for other reasons.

Note: Ethan Smith then left the meeting.

8.2 CRD Director's Report (David Howe)

David Howe or his Alternate were not able to be present.

8.3 Treasurer/Financial Report

Volunteer Bookkeeper Angie Gray had emailed out the two most recent Parks and Recreation financial statements from the CRD. It was confirmed that there was 37% of the Parks budget remaining, minus \$4,300 of outstanding invoices and with 1 month to go. The 2011 Recreation budget

had about \$2,000 left, available for additional funding applications if appropriate. Pete Williams said that at the January meeting, he would report on any remaining operating surplus from 2011, and then the PIPRC could decide about transferring monies into Capital/Reserve Funds.

Pete Williams also confirmed that any remaining 2011 invoices should be submitted to Vice-Chair John Chapman ASAP (by January 9, 2012 at the latest). Re: the Bachmeier invoice, Chapman believed that Angie Gray had already asked the CRD to issue a cheque, but he would verify this.

Angie Gray had said that she would handle remaining bookkeeping tasks until the January PIPRC meeting. After that, the PIPRC Chair or Vice-Chair would have to approve all expenditures, for cheque issuance by the CRD. Pete Williams then left the meeting (without discussing any item past 5.).

8.4 Recreation Funding Report

Margaret Alpen said that there were some additional groups that had expressed an interest in applying for a portion of the remaining Recreation Funding.

8.5 Communications Report

John Chapman had written the Pender Post article for January, 2012. Margaret Alpen agreed to write the article for February (due January 20, 2012), to include encouraging more PIPRC trail volunteers.

8.6 Volunteer Coordinator's Report

Michael Symons was not able to be present. It was mentioned that another volunteer had come forward, whose name was being forwarded to Symons and John Chapman.

9. NEW / OTHER BUSINESS

9.1 Bike Park

Regarding the proposal for a new bike park on the school grounds (potentially to be part of the Joint Use Agreement with the PIPRC), it was hoped that Pete Williams might have more information for the next meeting.

9.2 Dog Waste Stations

John Chapman said that the 5 new dog waste stations had arrived via Pender Island Waste Management. The PIPRC Contractor would now be asked to install them, near the PIPRC outhouses at Shingle Bay, Thieves Bay, Magic Lake Swim Hole, Disk Park and Mortimer Spit.

Member of the public Keith Pincott commented on the need for a dog waste station to be installed at Hamilton Beach. PIPRC Commissioners noted that

unfortunately this was not a PIPRC site; that dog waste stations cost \$350, plus installation and regular servicing; and that the priority was installing the stations to protect the most highly-used PIPRC outhouses (the pump-out of which was being jeopardized by dog waste bags being thrown into toilets).

9.3 New PIPRC Signage

Colin McLarty reported that as directed, he had obtained additional sign quotes from two Victoria companies, one of which (Fotoprint) did not do metal signs, and the other of which was more expensive than the Pender signmaker from which a quote had already been obtained. This was for 10 new copies of the 4-part information sign ("Respect nature, no fires, etc.), and 8 copies of the outhouse sign about not dumping garbage. There was general PIPRC agreement to go ahead with the local signmaker. Colin McLarty was asked to obtain proofs of the new sign designs before proceeding.

9.4 Broom Pulling on George Hill

Community member Keith Pincott noted that the PIPRC used to organize broom pulling events on George Hill, which had some key areas where Chocolate Lilies and Camus plants returned when broom was cleared. Lively Peak and Heritage Park were two other areas that could significantly benefit from group broom clearing. It was suggested that this issue go on the January PIPRC agenda.

9.5 PIPRC Meeting Venue

It was noted that the Community Hall Lounge rental fees had increased from \$15 or \$20 to about \$40 a meeting (for 4 hours from 9:15 to 1 pm). The Lounge had been booked for the new year, but this issue could be discussed at the January PIPRC meeting if desired.

[Chapman is waiting for the final pricing arrangements from Hall personnel, which should be available by the January meeting.]

10. NEXT MEETING

The next PIPRC Meeting was scheduled for Thursday, January 19, 2011 (9:15 am, Community Hall Lounge).

[Note: PIPRC Recorder Zorah Staar now had a conflict for January 19 and was respectfully requesting that the PIPRC meeting be moved to the following week, Thursday, January 26, but this has not yet been determined.]

11. ADJOURNMENT

The meeting was adjourned by consensus at approximately 11:15 am.