

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of Monthly Meeting**  
**Thursday, August 16, 2012 (9:15 am)**  
**Community Hall Lounge, North Pender Island**

**Present:** Arn Berry, Michael Symons, Colin McLarty, Margaret Alpen, Zorah Staar (PIPRC Recorder), and Ethan Smith (PIPRC Contractor, present initially)

**Regrets:** Pete Williams, John Chapman, Peter Clarke, Jim Pugh, David Howe

**Public:** none

**1. CALL TO ORDER**

At 9:35 am, Chair Arn Berry noted that there was still not a quorum of PIPRC Commissioners present. There was general support for reporting on and discussing some matters where progress might be made without motions.

**2. APPROVAL OF AGENDA**

Some items from the proposed agenda were discussed (see below).

**3. APPROVAL OF MINUTES**

Approval of the July 19, 2012 minutes could occur at the next meeting.

**4. MAINTENANCE CONTRACT ISSUES**

Primary PIPRC Maintenance Contractor Ethan Smith had previously given notice to end his position by September, and he was present today for related discussion. He said that he would prefer for his replacement to be hired as soon as possible, so that he could train them and be done before the end of August.

There was discussion of transition arrangements re: insurance (Arn Berry would follow up), transferring PIPRC assets (Smith would make a list), and the time commitment required for the position (usually 20 hours/week, but sometimes 40 hours/week on large projects). Smith suggested that in addition to having sufficient time and enthusiasm, other key qualifications for the position included: an understanding of ecology and the land; carpentry, chainsaw, and project design and organization skills; an ability to repair small equipment; a reliable truck; carpentry and trimming tools; a chainsaw; and administrative skills.

Chair Arn Berry reported that there had been a number of applicants for the Maintenance Contractor position. After discussion, there was support for having another PIPRC meeting with a quorum as soon as possible (see August 23 meeting details at 10. below). This was to make decisions about continuing the process of interviewing candidates and choosing a successor for Ethan Smith, whose fine work for the past 5 years was acknowledged.

## **5. PRIORITY ITEMS**

### **5.1 PIPRC Master Plan Review**

Arn Berry said that John Chapman had sent him a proposed process for the upcoming 5-year review of the PIPRC Master Plan. The Plan was important not only for the PIPRC, but also because it was considered by the Pender Local Trust Committees and the Ministry of Transportation & Infrastructure. Chapman said that he was willing to take a lead role with drafting some proposed changes, but he would need active support from other PIPRC Commissioners. Michal Symons said that he could help proofread and wordsmith. Instead of the PIPRC having an open house to seek public feedback, those present supported dedicating an upcoming PIPRC meeting to inviting interested members of the public to come comment on PIPRC activities and the Master Plan. This meeting could include handing out the PIPRC trail map and a brief summary of the Commission's Recreation function, and also a fun incentive (like complimentary cinnamon buns).

## **6. IN CAMERA**

Note: Without a quorum, a motion to go In Camera was not possible.

## **7. CORRESPONDENCE**

None

## **8. REPORTS**

### **8.1 Chair's Report (Arn Berry)**

Arn Berry noted that the PIPRC's files at the Hope Bay office were in significant need of organization, and also that he had PIPRC material in his possession which should be incorporated into the system. Zorah Staar had offered to spend some time on this task (10 to 15 hours), and this was supported by those present. Staar said that she would consider the two large filing cabinets of PIPRC material, and then circulate an email about a potential organizational approach.

Arn Berry added that Islands Trust Planner Andrea Pickard wanted to update her list of PIPRC right-of-ways (by August 27?). Zorah Staar said that she had seen a list in the PIPRC files, which she would try to locate.

### **8.2 CRD Director's Report (David Howe)**

None

### **8.3 Treasurer/Financial Report**

Margaret Alpen noted that the PIPRC capital budget for the next 5 years was supposed to be submitted to the CRD by August 17, and the proposed operational budgets for the next 3 years were supposed to be submitted by September 7. It was suggested that Alpen seek assistance with these tasks from both Pete Williams and Val Leigh-Dorin, asking in particular if the operational budgets could simply use the existing line items increased by 2% per year. Regarding the capital budget, Alpen would ask whether the existing numbers could be used, with the addition of an amount for the PIPRC's new storage and work shed (i.e.refitting the existing CRD-owned shed on Ketch). Zorah Staar was asked to check past minutes for a motion approving specific funding for a new PIPRC shed [note: a new shed design estimated at over \$10,000 had been discussed, but no formal motion made].

#### 8.4 Recreation Report

None

#### 8.5 Communications Report

The September Pender Post article was being submitted by Margaret Alpen, and it would include a note from Maintenance Contractor Ethan Smith about his transition out of that position. Any interested PIPRC Commissioner was invited to volunteer to write the October article (due September 20).

#### 8.6 Volunteer Coordinator's Report

Michael Symons said that he planned to do a mailing to the PIPRC trail inspection volunteers known to him, to send them their volunteer job description (as required by the CRD), and to confirm their contact info and which trails they were responsible for (with an envelope for their response).

### 9. NEW / OTHER BUSINESS

#### 9.1 Ainslie Point/Beaumont Right-of-Way

John Chapman had emailed Ryan Evanoff of the Ministry of Transportation & Infrastructure, who had confirmed that he was willing to receive an application for a PIPRC license of occupation for this new right-of-way (between Ainslie Point Road and Beaumont Marine Park).

#### 9.2 PIPRC Meeting Location

Margaret Alpen said that she would check on the rental amount currently being paid for the PIPRC to store files at the Hope Bay office (of the Islands Trust and CRD Director), and whether the PIPRC could also meet there.

#### 9.3 Fall Fair Display

The PIPRC Commissioners present were not able to commit to sitting at a PIPRC Fall Fair display on August 25. However, Margaret Alpen said that she would put up the existing display in any event.

#### 9.4 Boat Nook Bench

Arn Berry confirmed that the Boat Nook bench needed replacing. Colin McLarty had circulated pictures of the heavier standard bench used on Saturna and by the CRD. Now he intended to take some measurements and also get a baseline price by calling Saturna Parks & Recreation. Then Berry would tell this price to the person who wanted to donate money for a new Boat Nook bench.

Arn Berry said that the Oaks Bluff bench facing Poet's Cove also needed replacing, and he suggested that the PIPRC revisit the issue of new structures once a new Contractor was hired.

#### 9.5 PIPRC Map Distribution

The Pender Chamber of Commerce was still reluctant to place PIPRC maps in the kiosk at the Driftwood, without a fee. John Chapman planned to write to them about this in September. Margaret Alpen said that she had left some maps at the Pender Realty office, for distribution from their counter.

### 10. NEXT MEETING

Because this meeting did not have a quorum and there were time-sensitive matters that needed decision (e.g. personnel and budget issues), there was support for having another PIPRC meeting with a quorum as soon as possible.

The next PIPRC Meeting was therefore scheduled for Thursday, August 23, 2012, 9:15 am, DIFFERENT LOCATION – HOPE BAY Islands Trust/CRD office (go to LEFT RAMP for access). A change in location was necessary for this occasion because the Hall Lounge was busy with Fall Fair preparation.

### 11. ADJOURNMENT

The meeting ended at approximately 11:28 am.