

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of Monthly Meeting**  
**Thursday, October 18, 2012 (9:15 am)**  
**Community Hall Lounge, North Pender Island**

**Present:** Arn Berry, John Chapman, Margaret Alpen, Michael Symons, Colin McLarty, Jim Pugh, David Howe, Ken Hancock, Ben Symons (Contractor, present initially), and Zorah Staar (Recorder)

**Regrets:** Pete Williams, Peter Clarke

**Public:** none

**1. CALL TO ORDER**

Chair Arn Berry called the meeting to order at approximately 9:15 am.

**2. APPROVAL OF AGENDA**

**MOTION:** Moved by Michael Symons, seconded by Colin McLarty, that the proposed agenda be approved. **CARRIED**

**3. APPROVAL OF MINUTES**

The September 20, 2012 minutes were amended at page 2, 5<sup>th</sup> line, to say "November Pender Post article" rather than "October".

**MOTION:** Moved by Margaret Alpen, seconded by Colin McLarty, that the September 20, 2012 PIPRC minutes be approved, as amended.  
**CARRIED**

**4. MAINTENANCE REPORT**

The new PIPRC Maintenance Contractor (Ben Symons) had emailed a report, and he made comments and/or there was discussion as follows:

- Symons was going through PIPRC sites and noting items for attention;
- he needed a PIPRC sign for his vehicle(s), ideally a window placard (Margaret Alpen would investigate with CRD and Photoprint);
- PIPRC trimmer had been waiting for a part for a long time, at Grant's Repair (agreed that Symons would get the trimmer back and check it out);
- access to PIPRC storage tent at CRD Works Yard had recently been blocked by a berm, pole, and other materials (agreed that Symons would move tent and useful materials to his own property until the PIPRC had their new shed, and he would sort garbage for removal by Pender Island Waste Management);

- Capstan Lane Trail had an Alder tree that might fall on a nearby studio (agreed that tree should be taken down);
- at Percival Cove Ocean Access, trees on park property and public foreshore had been topped, probably by an adjacent landowner (agreed that Michael Symons would draft a letter for surrounding landowners, inviting them to notify RCMP re: any observed vandalism or property damage of this type);
- at Irene Bay, adjacent owner had previously landscaped and installed irrigation, obscuring ocean access (agreed that Zorah Staar would find PIPRC file so that boundaries could be checked, and then public trail would be better demarcated in future, for example with cedar chips and a parking sign);
- at Craddock/Gowlland Loop Trail, contractor for adjacent owners had removed Gorse, taking out part of PIPRC trail as well (agreed that Zorah Staar would look for file so that boundaries could be checked, and John Chapman would contact one of the owners about remediation and possible removal of more Gorse on trail; also suggested to take measures to prevent Gorse re-growth);
- PIPRC's foreshore "public access" signs were starting to wear out or go missing (agreed to buy 10-12 new metal signs, 12" x 16" in size, reflective; Colin McLarty to check CRD, Transign, and local source; Ken Hancock to call Ramona De Graaf re: her foreshore signs; Michael Symons to contact Ian Elliott of Emergency Program re: possible numbers for ocean accesses);
- Ben Symons had attended October 13 Nearshore workshop on Pender, which included Green Shores info re: "soft" approaches to shoreline modification (Arn Berry said that Todd Shannon of Parks Canada was going to send a package of materials about trail building methods as well).

Ben Symons left the meeting at approximately 10:05 am.

## 5. PRIORITY ITEMS

### 5.1 PIPRC Master Plan Review

There was discussion of the next step for the 5-year Review of the PIPRC Master Plan, which was a special open house and public consultation at the next PIPRC meeting on Thursday, November 15. This would include advertising and also invitations to other groups and Recreation funding applicants. John Chapman had drafted a related Pender Post article for November (feedback given). Ken Hancock noted the importance of reaching out to new people, for example by setting up a table where community members gathered. It was responded that the November 15 meeting was a start for consultation, and more could occur in future if possible.

In addition, it was confirmed as follows: Margaret Alpen would put up the poster she'd prepared, and email it to groups within the body of the email. This email would include an invitation for written feedback on the Master

Plan, and also John Chapman's name if people had questions. Then a second email would be sent just before November 15, with the meeting agenda (Ken Hancock also suggested calling some of the other groups if possible). Margaret Alpen would ask the CRD for 30 Master Plan copies for November 15, order complimentary cinnamon buns, and gather some PIPRC display material. John Chapman would confer with Arn Berry to draft a November 15 agenda, and he'd create a short presentation to start with. Finally, the agenda would also include open time for informal discussion.

## 6. IN CAMERA SESSION

**MOTION:** Moved by Michael Symons, seconded by Colin McLarty, that the meeting be closed to the public for the purpose of approving In Camera Minutes and discussing property matters, and further that Recorder Zorah Staar remain present. **CARRIED**

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

**MOTION:** Moved by John Chapman, seconded by Ken Hancock, that the In Camera Meeting be adjourned, and the PIPRC meeting re-opened to the public. **CARRIED**

Two property matters were discussed during the In Camera meeting

## 7. CORRESPONDENCE

None

## 8. REPORTS

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

Arn Berry commented as follows: that yesterday's Commonality Meeting of the Southern Gulf Islands (SGI) Parks & Recreation Commissions had been well-attended; that there had been a report on the new SGI Economic Development Commission, and their proposal for an "Experience the Gulf Islands" trail network; and that this initiative was approved in principle by a majority of the Commonality Meeting attendees. John Chapman said that he was a member of the Pender Advisory Committee for the SGI EDC, and he would provide more information in future about the "Experience the Gulf Islands" proposal so that the PIPRC could consider how this might dovetail with their mandate and plans.

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

None

### 8.3 Treasurer/Financial Report

Margaret Alpen had emailed the most recent Parks and Recreation financial report from the CRD. It appeared that approximately 57% of the Parks budget had been spent (as of September). In addition, Alpen had been assisted by Val Leigh-Dorin of the CRD to complete drafts of the PIPRC's required 5-year capital budget and 3-year operating budget (which would now be circulated for PIPRC approval).

#### 8.4 Recreation Report

Margaret Alpen had prepared a list of the Recreation funding requests received by the September 30 deadline, and also suggested grants which a committee of the PIPRC could now consider (meeting to be arranged).

#### 8.5 Communications Report

John Chapman had already written the November Pender Post article (about the upcoming Master Plan consultation meeting on November 15). Margaret Alpen said that she could write the December article (due November 20), perhaps with a report on what happened at the meeting.

#### 8.6 Volunteer Coordinator's Report

Michael Symons had completed his mailing to PIPRC volunteer trail monitors, to send them their volunteer job descriptions and to confirm relevant information for CRD purposes.

### 9. NEW / OTHER BUSINESS

#### 9.1 Ainslie Point/Beaumont Right-of-Way & Lupin Road Ocean Access

John Chapman said that he and Colin McLarty had done the first step to request PIPRC Licenses of Occupation for both the Ainslie Point/Beaumont Right-of-Way and the Lupin Road Ocean Access. Now there would be additional steps (such as providing trail sketches), which could be done when possible.

#### 9.2 Boat Nook Bench & Commemorative Bench

Colin McLarty confirmed that the estimated cost for a new heavy bench in the style used by the CRD was \$450, plus HST, delivery, and installation. [Note: cost for a picnic table of the same style was \$1,000 plus the above.] Arn Berry had communicated the bench cost to the people wanting to donate one for the Boat Nook, and other people wanting to donate a bench at an unspecified PIPRC site, both of whom wanted to contribute less than the full cost. Colin McLarty said that the benches should be installed on concrete pads. Some Commissioners thought that to have a plaque, people should have to donate at least the cost of the bench. It was suggested that Arn Berry try to locate the past PIPRC policy on commemorative benches.

### 9.3 PIPRC Map Distribution

Margaret Alpen reported that we were down to the last 50 PIPRC trail map brochures, which needed updating before we printed more.

## 10. NEXT MEETING

The next PIPRC Meeting was scheduled for Thursday, November 15, 2012 (9:15 am, Community Hall Lounge). Between 10 am and noon, this meeting would also include the public consultation on the PIPRC Master Plan, to which community members and groups had been invited.

## 11. ADJOURNMENT

**MOTION:** Moved by Ken Hancock, seconded by Michael Symons, that the meeting be adjourned at approximately 12:55 pm. **CARRIED**