

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

Present: Arn Berry, John Chapman, Margaret Alpen, Michael Symons, Colin McLarty, Jim Pugh, Ken Hancock, David Howe (CRD Director, present initially), 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 9:18 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 October 18, 2012 minutes were amended as follows: at page 4, item 9.1, to read, "John Chapman said that he and Colin McLarty had done..."; and at item 9.2 to read "Boat Nook".

MOTION: Moved by Michael Symons, seconded by Jim Pugh, that the October 18, 2012 PIPRC minutes be approved, as amended.
CARRIED

4. MAINTENANCE REPORT

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

- Symons had finished viewing the trails and listing items requiring attention, and he was currently focusing on seasonal maintenance (trimming, raking);
- Shingle Bay outhouse had been smelling worse since the rains started, and moving it to higher ground seemed to be a priority now (agreed that Symons should put up an out-of-service sign, and that Arn Berry would check with PIPRC outhouse contractor Jim Wiley and consider a contractor for follow up);
- Shingle Bay & Thieves Bay picnic tables had been moved off of their cement blocks (agreed to move them back for now, and then do permanent installation on cement pads in the spring);

- Thieves Bay old boat trailer had been left in parking lot (agreed that Symons would put a sign on it to remove within 30 days, or it would be taken away);
- PIPRC storage tent and materials had now been moved to Symons' property, and this included two bike racks (agreed that Symons could install these at Magic Lake and another appropriate location);
- at Peter Cove South Ocean Access, posts had been moved to make room for parking, and a resident had suggested making the posts removable with a key to be given to residents (agreed that foregoing was not appropriate, because the ocean access license of occupation was for a trail, not a boat launch);
- George Hill Trail – suggested by Symons that parking area be created by installing a culvert (agreed that Symons could call John Bradley of Mainroad Contracting, to find out more about whether they would do this cooperatively);
- at Enchanted Forest, boardwalk sections had previously just been laid down, sometimes unevenly and with gaps (agreed that when time permitted, Symons would re-install these boardwalks, redoing footings, bridging gaps, and eliminating steps where there was overlap);
- at Lilias Spalding Park, dead tree with a sign on it was likely to fall on the collapsed heritage cabin (agreed that Symons would move sign and arrange for tree removal);
- more Mount Elizabeth & Welcome Bay interpretative handouts were needed (John Chapman would look for the files and email Symons);
- Irene Bay Ocean Access – Zorah Staar gave Symons file from PIPRC office at Hope Bay (agreed that he would leave a note for adjacent owner and then better define PIPRC trail with rocks or logs, leaving irrigation issue for future);
- Craddock/Gowlland Loop Trail – Symons had removed Gorse from PIPRC trail, and would now attempt to redefine it somewhat, and also speak with contractor who had removed neighbouring Gorse; Zorah Staar gave Symons PIPRC file (agreed that he could sign out other PIPRC files in future).

Ben Symons left the meeting at 9:48 am, but returned for item 5.2 below.

5. PRIORITY ITEMS

5.1 Annual Recreation Funding Grants

Margaret Alpen had emailed a chart showing requested and suggested Recreation funding amounts for this year, based on subcommittee consideration. There wasn't enough funding for all requests, so most groups received somewhat less (for reasons that were discussed, e.g. requesting funding for ineligible items). The Pender Island Recreational & Agricultural Hall Association had not yet been able to provide a list of items

for their request, due to a temporary bookkeeping delay. It was agreed that at least \$1,000 of the net Recreation funding (after CRD deductions) should be held in reserve, for potential meritorious requests during the year.

MOTION: Moved by Michael Symons, seconded by John Chapman, that the PIPRC approve the proposed Recreation funding grants as suggested in the summary entitled “Pender Island Recreation Funding Requests 2013” (other than the proposed Hall Association grant amount, to be considered at the next PIPRC meeting with more information), with the approved amounts being as follows:

- Pender School Community Use:	\$2,500	
- Pender School Skating Program:	\$1,631.41	
- Pender Island Child Care Society (Move):	\$1,600	
- Pender Island Child Care Society (HOP):	\$3,000	
- Pender Island Junior Sailing Association:	\$ 700	
- Pender Island Health Care Society:	\$5,760	
- Pender Island Playgroup Society:	\$4,000	
- Sheena Fulop swim school:	\$1,000	
- Pender Organic Community Garden Society:	\$1,000	
- Ptarmigan Music & Theatre Society:	\$3,000	
- Pender Island Otters Swim Club:	\$2,000	
- Pender Island Basketball:	\$2,216	
- Spirit Moves Dance & Fitness:	\$1,175	
- Solstice Theatre Society:	\$ 400	
- Pender Island Soccer Club:	\$ 420	CARRIED

Note: David Howe and Ken Hancock then had to leave the meeting, but Hancock returned during item 5.2 below.

5.2 PIPRC Master Plan Open House & Consultation

It was now 10:00 am, time to begin the scheduled PIPRC Open House and opportunity for interested groups and community members to comment on the 5-year PIPRC Master Plan Review. In addition to public advertising and an explanatory Pender Post article, a list of Pender community groups and previous Recreation funding applicants had been invited to attend or make submissions, if they had any concerns to express or suggestions about future PIPRC directions. Only 5 non-PIPRC community members attended, which could be interpreted as an indication of no significant concerns with PIPRC activities. However, the PIPRC would later consider what further outreach about the PIPRC Master Plan might be appropriate.

John Chapman made a presentation about the PIPRC basic mandate – to manage local community parks owned by the CRD, and to distribute Recreation funding. The PIPRC Master Plan served as an overarching guide. Now it needed revisions for updating and improvement, and incorporation of the Recreation funding previously handled by PIRAHA.

The PIPRC Commissioners, Maintenance Contractor, and members of the public who were present then made suggestions including the following:

- after the planned update to the PIPRC trails map, the longer PIPRC Trail Guidebook with photos and descriptions should also be updated and re-issued if possible (Arn Berry knew an editor who could help);
- there was a suggestion about inviting more community work parties (e.g. like the ones that used to occur at Lilius Spalding Heritage Park);
- there had been some community comments about desirability of PIPRC having bike trails and/or a bike park somewhere, for children and youth (noted that this would require amendment of PIPRC bylaw, which was possible; PIPRC had supported concept of a kid's bike park in the past, but previous Ball Park location was shown not to be suitable);
- in further discussion, Alice Church road right-of-way (from rock near Bachmeiers to Driftwood, as an alternate route to Einers Hill) was discussed as a potential off-road route for mountain bikes and walkers;
- John Chapman said that Moving Around Pender and new Economic Development Commission were working on various multi-use trails, and PIPRC could choose to amend Master Plan (e.g. expand s. 9.2) to hold licenses of occupation and facilitate CRD insurance coverage for this;
- Contractor Symons had heard feedback from some people desiring PIPRC trails to be more developed and easier to walk on (PIPRC could decide which trails to try this with, e.g. busy ones in Magic Lake);
- another potential trail development was to have more signage, e.g. large trail maps showing trail networks/linkages for a given area of Pender;
- one member of the public said further involving our community's children would be great, both with a kid's bike park and in other ways;
- Contractor had heard suggestion to put picnic shelter at Thieves Bay (discussed how previous PIPRC started planning this as a useful structure for small community events, but then there was opposition from adjacent residents and sufficient public consultation did not occur to resolve it; however, this idea could be revisited in a thoughtful way);
- a South Pender resident (Trustee Elizabeth Montague) was present and confirmed that supporters of preservation of Good Shepherd Church were setting up a non-profit society for this purpose, so they hoped that preservation of heritage parks would continue to be part of Master Plan;
- Elizabeth Montague also supported developing an overall plan to deal with invasive species here on Pender, involving PIPRC and various organizations doing their part (discussed how Parks Commonality meeting had provided some guidance; PIPRC could perhaps sponsor speakers, try to address Gorse issue?, but volunteers were limited);
- Ken Hancock said that PIPRC Master Plan likely also needed certain housekeeping amendments (e.g. updating legislative or agency references, which John Chapman was going to do);
- suggested that a vision statement also be added, including big objectives for the future, like trying to create a waterfront park for community gatherings and other uses (this could influence Islands Trust Official Community Plans, by giving additional guidance as the remaining subdivision properties on Pender were developed);

- Liz Montague suggested considering an agricultural park as well, which was being done in other jurisdictions to preserve food growing space and allow for community allotments (Montague would send more info);
- Rowie Symons suggested having a PIPRC Facebook page, to share information about great PIPRC trails and sites [note: in follow-up discussion, this evolved into a “Friends of PIPRC” page];
- two community members who came in after the end of Master Plan discussions said that there were so many great PIPRC trails and ocean accesses; that they also really appreciated the trail map; and that they would email any additional feedback that came to them later.

There were no further comments about the Master Plan.

6. CORRESPONDENCE

6.1 Email from Sara Steil re: Gardom Pond Trail

Sara Steil had emailed concerns re: dog waste on Gardom Pond Trail, and suggested that signage and a dog waste station be installed. It was agreed to ask the PIPRC Maintenance Contractor to check out the trail, and also to respond to Steil about dog waste stations being limited to high use areas, because of the associated costs.

6.2 Email from Farmers Institute re: Bull Frog Eradication

The Farmers Institute had asked if they could list the PIPRC as a “community partner” in a grant application re: eradication of invasive bull frogs. There was general agreement in support of this, and Margaret Alpen would follow up.

7. REPORTS

7.1 Chair’s Report (Arn Berry)

Arn Berry commented that Pete Williams and Peter Clarke were not able to continue for another term as PIPRC Commissioners. Jim Pugh also said that he needed to withdraw. It was agreed that Margaret Alpen would contact the CRD about arranging for advertising for new Commissioners, including a notice to be placed on Pender bulletin boards.

7.2 CRD Director’s Report (David Howe)

None

7.3 Treasurer/Financial Report

Margaret Alpen had emailed the most recent Parks and Recreation financial statements from the CRD. She said that contractor amounts previously shown under Parks Maintenance had now been moved to Contractor

Services, and that a new category had been created for Operating Supplies. The PIPRC's 5-year capital budget and 3-year operating budget still needed to be circulated to the PIPRC for approval (Alpen to follow up with CRD).

There would likely be a PIPRC Parks operating surplus at the end of 2012. One suggestion was to use more funds during the year, for staff time to do important tasks that there was insufficient PIPRC volunteer time to handle. Regarding any remaining 2012 surplus, Ken Hancock said that the PIPRC could ask the CRD to transfer some of this into a capital reserve fund, and/or ask to establish an operating reserve for special costs in the coming year, e.g. for a special project, or for additional staff time for a particular purpose (Hancock said that he would ask Val Leigh-Dorin about this).

7.4 Recreation Report

See Priority Item 5.1 above (re: Annual Recreation Funding Grants).

7.5 Communications Report

Margaret Alpen would submit a Pender Post article by November 20 (for December), and then Michael Symons would possibly submit an article by December 19 (for January). Symons said that he had also drafted the requested letter to neighbours in a certain area, about not cutting vegetation on park property to improve their views. However, Symons would now check further with the Maintenance Contractor before delivering this letter. John Chapman added that he still planned to check with Emergency Response personnel about whether ocean access numbers should be included with the new PIPRC foreshore "public access" signs to be ordered.

7.6 Volunteer Coordinator's Report

Michael Symons had received some responses to his mailing to PIPRC volunteer trail monitors, and he was hoping for more.

8. NEW / OTHER BUSINESS

8.1 Boat Nook & other Commemorative Benches

A community member had offered a \$500 donation towards the cost of installing a new bench and a commemorative plaque, at a PIPRC site to be determined. A different community member had offered a \$300 donation towards the replacement of the existing Boat Nook bench, which was failing and needed replacement in any event. Arn Berry confirmed that the existing PIPRC policy (10.2) said that the entire cost of a commemorative bench should be covered (i.e. \$450 plus HST and a plaque?), but Commissioners felt that the PIPRC could pay for installation. They also felt that although a future application of policy might be more rigorous (e.g. once the cost of appropriate plaques was ascertained), in the meantime they did not want to lose an opportunity to work with the current donors.

MOTION: Moved by Michael Symons, seconded by John Chapman, that the PIPRC inform the proposed \$500 donor that their offer is accepted, to fund a bench with a plaque to be purchased and installed by the PIPRC. **CARRIED**

MOTION: Moved by Margaret Alpen, seconded by Michael Symons, that the PIPRC accept the proposed \$300 donation for the Boat Nook bench replacement. A plaque would be at additional cost. **CARRIED**

8.2 PIPRC Map Distribution

The PIPRC trail maps were now at the Chamber of Commerce kiosk (agreed to send them a letter of thanks). As for the required revision of the trail map for the next printing, Michael Symons was willing to work on this.

9. 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 Michael Symons, that the In Camera Meeting be adjourned, and the PIPRC meeting re-opened to the public. **CARRIED**

Several property matters were discussed during the In Camera meeting. Then Michael Symons raised the issue of Wallace Point, where there had been a request to improve access to a bench. It was agreed to ask the PIPRC Contractor to cut a couple of steps into the loose dirt leading to the bench.

10. NEXT MEETING

The next PIPRC Meeting was scheduled for Thursday, December 20, 2012 (9:15 am, Community Hall Lounge).

11. ADJOURNMENT

The meeting was adjourned by consensus at 1:40 pm. Arn Berry was not going to be at the December meeting, so he (and others) extended sincere thanks to the PIPRC Commissioners who would not be continuing after that date (Pete Williams, Peter Clarke, and Jim Pugh).