

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of Monthly Meeting**  
**Thursday, December 20, 2012 (9:15 am)**  
**Community Hall Lounge, North Pender Island**

**Present:** John Chapman, Margaret Alpen, Michael Symons, Peter Clarke, Colin McLarty, Jim Pugh, Derek Masselink (CRD Alternate Director), Zorah Staar (PIPRC Recorder), and Ben Symons (PIPRC Contractor, present initially)

**Regrets:** Arn Berry, Pete Williams

**Public:** none

**1. CALL TO ORDER**

Vice-Chair John Chapman called the meeting to order at 9:20 am. The PIPRC welcomed Derek Masselink, the new Alternate CRD Director for the Southern Gulf Islands Electoral Area.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

**MOTION:** Moved by Michael Symons, seconded by Jim Pugh, that the November 15, 2012 PIPRC minutes be approved. **CARRIED**

**4. MAINTENANCE REPORT & DISCUSSIONS**

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

- Symons had a good month, with plenty of regular tasks (e.g. trimming, trail maintenance, clearing debris, working on new signs) and other special trail or construction work (e.g. at Bridges Road, Capstan/Rope, Schooner/Privateers, Plumper Way, Mumford Road, etc. – see written report);
- Thieves Bay and Magic Lake Swim Hole parking lots needed additional gravel in places (about 115 yards in total), so Symons had obtained one local contractor quote (including spreading), and also determined it would cost less in total if he did final spreading himself (general PIPRC agreement that Symons should obtain two more contractor quotes and report back);
- Shingle Bay outhouse now had a “closed” sign on it, until it will be re-installed at a better spot (Arn Berry checking with a contractor about this; general agreement that PIPRC should have a site visit regarding future location);

- Mount Elizabeth and Welcome Bay interpretive handouts needed to be reprinted and laminated (John Chapman had found digital files and would email them to Symons for follow-up);
- at Enchanted Forest, Symons had an idea for a higher, drier, alternative trail for wet season, farther away from road (PIPRC complimented Symons on improvements already done at Enchanted Forest, and agreed to consider new trail option at a site visit on Thursday, January 10, 2013 (10:00 am));
- Plumper Way Viewpoint – Symons was complimented on improvements done to bench area and access steps, new rockwork, etc.;
- at Bridge Park Viewpoint (just over the bridge, South Pender), Symons suggested replacing existing line marker for eroding edge (agreed that John Chapman and Symons would go measure erosion and consider this issue);
- at Irene Bay Ocean Access – even with PIPRC file, Symons couldn't find property markers, which were probably buried by neighbouring property "improvements" (agreed that John Chapman would find out owner's name; Colin McLarty mentioned markers in forest, for property on the other side; Symons would now measure from these, in order to better define PIPRC trail);
- new PIPRC logo for signposts? – Symons noted that many people using PIPRC sites did not know about PIPRC, so he suggested a new circular logo with PIPRC image and contact info (sample provided), which could be reproduced as a high-quality vinyl decal and placed on existing signposts (logo concept and design highly supported, and agreed that Margaret Alpen would get some quotes from local source and through CRD, explaining to CRD that PIPRC needed to raise public awareness about itself as a distinct entity).

## 5. IN CAMERA SESSION

**MOTION:** Moved by Margaret Alpen, seconded by Peter Clarke, that that the meeting be closed to the public for the purpose of approving In Camera Minutes and discussing property and personnel matters, and further that PIPRC Recorder Zorah Staar remain present, and PIPRC Contractor Ben Symons remain present initially. **CARRIED**

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

**MOTION:** Moved by Margaret Alpen, seconded by Michael Symons, that the In Camera Meeting be adjourned, and the PIPRC meeting re-opened to the public. **CARRIED**

Four property matters and three personnel matters were discussed during the In Camera meeting.

## **6. PRIORITY ITEMS**

### **6.1 2013 PIPRC Master Plan Review**

John Chapman said that the PIPRC Master Plan needed updating rather than major re-writing, and he had a number of ideas about this arising from the November, 2012 PIPRC consultation meeting. He would come back to the PIPRC in future, with a list of suggested revisions.

### **6.2 “Experience the Gulf Islands” Economic Development Commission Initiative**

John Chapman and Jim Pugh had attended a December 15, 2012 info meeting about the “Experience the Gulf Islands” initiative of the new Southern Gulf Islands Economic Development Commission. This involved developing and promoting an inter-island network of cycling and walking routes, alternative marine transportation, and related infrastructure and amenities. This was for the benefit of residents, communities, and visitors (including economic development through increased sustainable tourism). John Chapman said that “Experience the Gulf Islands” was requesting support and participation from the local Parks & Recreation Commissions, e.g. to help decide on potential trail routes that would make sense. Some Commissioners expressed support for the initiative, and others expressed reservations, e.g. about potential negative impacts from increased tourism. Derek Masselink said that there was already CRD funding to develop the transportation network aspect of the initiative. It was agreed to discuss this matter further at a future meeting, when Chair Arn Berry and perhaps new Commissioners would be present. Derek Masselink also offered to arrange for an “Experience the Gulf Islands” presentation directly to the PIPRC.

## **7. CORRESPONDENCE**

### **7.1 Pender Island Chamber of Commerce**

This item was regarding the letter that the PIPRC had sent to the Chamber of Commerce, thanking them for allowing the PIPRC trail guide to be in the Chamber of Commerce kiosk at the Driftwood Centre.

### **7.2 Boat Nook Extension Trail**

A resident had written to suggest that a property near the Boat Nook could perhaps be the location for an extension trail, but it had been verified that the property was privately owned. John Chapman would email the resident.

## **8. REPORTS**

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

Arn Berry was not present. John Chapman reminded the group that the PIPRC Officers for the coming year would be elected at the next meeting.

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

Alternative Director Derek Masselink was present for David Howe (see comments above and below).

## 8.3 Treasurer/Financial Report (Margaret Alpen)

Margaret Alpen had emailed the most recent Parks and Recreation financial statements from the CRD, and also the PIPRC's proposed Capital Budget for the next 5 years, and the proposed Operating Budgets for Parks and Recreation for the next 3 years (as required by the CRD). These budget documents had been prepared by Val Leigh-Dorin of the CRD, with limited understanding by PIPRC Commissioners of the CRD formatting and processes involved. [Note from John Chapman: Leigh-Dorin has handled finances for local Parks & Recreation Commissions for a number of years, and we can have a high level of confidence in her work.] Margaret Alpen herself noted that she had agreed to be PIPRC Treasurer for the purpose of paying bills and in the absence of any other volunteer, but she still was not in a position to explain CRD accounting. Derek Masselink said that perhaps the PIPRC would benefit from more CRD support in this regard, for example asking a staff person to attend a PIPRC meeting, to explain CRD accounting and financial statements.

**MOTION:** Moved by Margaret Alpen, seconded by Michael Symons, that the PIPRC approve the Pender Islands Community Parks Capital Expenditure Plan Summary for 2013 to 2017, and also the Pender Islands Community Parks and Community Recreation Operating Budget Requests for 2013 to 2015, as already prepared by and submitted to the CRD. **CARRIED**

## 8.4 Recreation Report

Margaret Alpen reported that PIRAHA (Pender Island Recreational & Agricultural Hall Association) had now provided an itemized breakdown for their annual Recreation funding request.

**MOTION:** Moved by Margaret Alpen, seconded by Colin McLarty, that the PIPRC approve the Community Hall/PIRAHA (Pender Island Recreational & Agricultural Hall Association) request for Recreation funding in the amount of \$19,000. **CARRIED**

## 8.5 Communications Report

There had been no Pender Post article submitted for January, but Michael Symons would try to get the meeting date into that issue. Symons was also willing to submit a Pender Post article for February (by the January 20 deadline), and he welcomed suggestions about topics.

## 8.6 Volunteer Coordinator's Report (Michael Symons)

Michael Symons said that some volunteer trail monitors had resigned. Perhaps with the new PIPRC logo on trail signposts, this would raise awareness and encourage reports from people who walked our trails.

## 9. NEW / OTHER BUSINESS

### 9.1 PIPRC Trail Map & PIPRC Guidebook

The PIPRC Trail Map needed updating and reprinting. Margaret Alpen, John Chapman, Michael Symons (and possibly Ben Symons) agreed to meet about this on Thursday, January 10, 2013, at 1:00 pm (location to be confirmed). Then they would come back to the PIPRC with suggestions.

The longer PIPRC Guidebook with site pictures and descriptions had been sold out for a few years, and also needed updating (e.g. to add new sites). In addition, there was a suggestion for the PIPRC to consider putting out a separate Pender Recreation Guidebook, at some point in the future.

### 9.2 "Friends of PIPRC" Facebook Page

Due to concerns about CRD and liability issues, the suggestion to establish a PIPRC Facebook page had evolved into creating a "Friends of PIPRC" Facebook page. PIPRC Commissioners appreciated and welcomed the offer by Rowie Symons to do this.

### 9.3 Commemorative Trees

To meet a deadline before today's meeting, PIPRC Commissioners had been asked by email and had expressed support for a particular commemorative tree proposal. This was for the Pender Post to plant a tree honouring Doreen Ball at one of the PIPRC sites. The location and type of tree was still to be decided.

### 9.4 Commemorative/Donated Benches

There was no news about how the two prospective bench donors had responded to the PIPRC decisions from the November meeting. However, Colin McLarty had now verified that it would cost about \$150 for a 2 ½" by 8" bronze durable plaque for the donor acknowledgement. Michael Symons said that Saanich Parks had a form for proposed commemorative bench donors to fill out, with the related costs and conditions.

### 9.5 Magic Lake Park Use for Lantern Festival

Before today's meeting, Margaret Alpen had circulated by email the request of the Three on the Tree Production Society, to once again use the Magic Lake park lawn for the December 31 Magic Lantern Festival. There had been no objection so this would go ahead as usual.

### 9.6 Upcoming Moving Around Pender Presentation to PIPRC

John Chapman confirmed that the Moving Around Pender Alternative Production Society would like to make a presentation at the next PIPRC meeting in January, about Earl's Trail and perhaps other matters.

#### 9.7 PIPRC "Public Access" signs on Foreshore

Colin McLarty had emailed a format for a green reflective "Public Access" sign (for the foreshore of PIPRC Ocean Accesses), and he reported on quotes from a Victoria and a local source. John Chapman said that the Pender Emergency Responder groups were not requesting that these signs have numbers (as on some of the other islands). There was a suggestion to try a more visible sign colour (e.g. yellow), and possibly to add the PIPRC website address. There was also agreement to seek a more competitive quote from the Pender source, to support local business where reasonable.

### 10. NEXT MEETING

The next PIPRC Meeting was scheduled for Thursday, January 17, 2013 (9:15 am, Community Hall Lounge).

### 11. ADJOURNMENT

**MOTION:** Moved by Jim Pugh, seconded by Michael Symons, that the meeting be adjourned at 12:34 pm. **CARRIED**

Sincere thanks were expressed to departing PIPRC Commissioners Peter Clarke and Pete Williams, for the expertise and energy that they had devoted to the PIPRC during their respective terms.