

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of Monthly Meeting
Thursday, January 17, 2013 (9:15 am)
Community Hall Lounge, North Pender Island

Present: Arn Berry, John Chapman, Colin McLarty, Jim Pugh, David Howe (CRD Director), Derek Masselink (CRD Alternate Director), Zorah Staar (PIPRC Recorder), Ben Symons (PIPRC Contractor, present initially), and Rob Fenton (new PIPRC Commissioner to be officially appointed)

Regrets: Margaret Alpen, Michael Symons

Public: none

1. CALL TO ORDER

Chair Arn Berry called the meeting to order at 9:20 am. Berry also introduced Rob Fenton, who had been supported to join the PIPRC and whose appointment was shortly to be approved by the CRD Board.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

MOTION: Moved by John Chapman, seconded by Colin McLarty, that the December 20, 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 another good month, with plenty of trail trimming, maintenance, and storm clean-up, as well as special work (as described in his report);
- New PIPRC Shed: reviewed with CRD Building Inspector, who outlined work required to make it safe and useable by PIPRC;
- Signs: a number of new trail directional signs had been made (for confusing spots); Fawn Creek and Lilius Spalding signs were re-done; Symons had also been asked to add PIPRC sign and new decal where William Walker Trail continues from Parks Canada trail (Margaret Alpen to check re: obtaining new PIPRC decals);

- MacKinnon Road Ocean Access: post to be replaced with heavy duty concrete and/or metal, when weather permits (agreed that Symons would talk to George Hudson about a metal quote);
- Enchanted Forest: higher alternative trail and other re-routing supported by Commissioners at a site visit; map to be submitted to Islands Trust Fund;
- Bidgood Road Ocean Access – rotten steps were replaced, 40 more steps added at steep areas; suggested by Symons to add wooden handrail and post to lower section (John Chapman supported this – no PIPRC objections)
- Thieves Bay & Disk Park gravel: Symons still trying to obtain more quotes;
- Mumford Road Ocean Access: a community member had suggested PIPRC install a dock here (concern expressed that PIPRC's role was not generally to install docks, but interested parties could come make a presentation about this);
- Irene Bay Ocean Access: Arn Berry to check who adjacent owner was;
- PIPRC Files: needed re-ordering (agreed that it would make sense to hire someone to do this large job, and that electronic file system also advisable).

Note: Contractor Ben Symons then left the meeting (at 9:44 am).

5. PRIORITY ITEMS

5.1 PIPRC Officer Elections

Alternate CRD Director Derek Masselink temporarily took the Chair and conducted the 2013 elections for the positions of PIPRC Chair, Vice-Chair and Treasurer. After three calls for nominations in each case, Arn Berry was declared PIPRC Chair by acclamation, John Chapman was declared Vice-Chair by acclamation, and Margaret Alpen was declared Treasurer by acclamation. Arn Berry then resumed the Chair. It was noted that another advertisement was running, in order to fill the one remaining Commissioner vacancy. Current Commissioners were encouraged to use word of mouth to reach out to potential candidates (especially women and younger residents). The “Friends of PIPRC” Facebook page would also be useful for this purpose.

6. CORRESPONDENCE - None

7. IN CAMERA SESSION

MOTION: Moved by John Chapman, seconded by Derek Masselink, 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 and PIPRC Commissioner-Elect Rob Fenton remain present. **CARRIED**

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

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

It was reported that one personnel matter and six property matters were discussed during the In Camera portion of the meeting. Note: David Howe had also left the meeting by this time.

8. REPORTS

- 8.1 Chair's Report (Arn Berry) – None
- 8.2 CRD Director's Report (David Howe) – None
- 8.3 Treasurer/Financial Report (Margaret Alpen)

Margaret Alpen had emailed the most recent Parks and Recreation financial statements from the CRD. She entered the meeting very briefly at this point, to drop off a Bylaw Referral from the Local Trust Committee, which she had just picked up (see item 9.9 below).

- 8.4 Recreation Report – None
- 8.5 Communications Report

Michael Symons had written the Pender Post article for February, and no one had yet volunteered or been appointed for March. It was noted that the PIPRC meeting date should go at the top of the draft article when submitted (see Pender Post guidelines).

More help would also be useful for communications tasks, so John Chapman agreed to check the PIPRC's post office box and realty office folder, and Zorah Staar agreed to check the PIPRC email account.

- 8.6 Volunteer Coordinator's Report (Michael Symons) – None

9. OTHER BUSINESS

- 9.1 Shingle Bay Outhouse

Arn Berry was going to speak with a contractor about the outhouse relocation.

9.2 PIPRC Community Park Map Revision

John Chapman, Margaret Alpen and Michael Symons had met to discuss revisions to the PIPRC map, which Derek Holpfazel could carry out. Suggested changes included: better distinguishing the trails and the inset of Magic Lake; dividing the trail lists between North Pender, South Pender, and Magic Lake; and making other minor changes. Symons said that he would email the revisions, and more feedback was welcome.

9.3 Friends of PIPRC Facebook Page

Commissioners were encouraged to view the new Facebook page entitled “Friends of Pender Islands Parks and Recreation Commission”.

9.4 Commemorative Tree

The PIPRC had already agreed in principle to support the Pender Post proposal to plant a commemorative tree. PIPRC Commissioners thought that Thieves Bay might be a good location, but had no specific preference as to the type of tree, other than a suggestion of something native.

9.5 Chamber of Commerce Kiosk for PIPRC Maps

The PIPRC trail maps were getting moved from the Kiosk. John Chapman planned to follow up.

9.6 Commemorative Bench Update

Arn Berry had sent emails to the two commemorative bench donors, and was waiting to hear back. One cheque had apparently been received (follow-up with Margaret Alpen).

9.7 “Experience the Gulf Islands” – Pender Routes

To support the “Experience the Gulf Islands” initiative of the Southern Gulf Islands Economic Development Commission, there would a meeting to discuss potential trail routes (Saturday, February 2, 2013, Hope Bay office).

9.8 New “Public Access” Signs

Colin McLarty reported that the Pender contractor for the new “Public Access” metal foreshore signs had now been able to reduce their price to within a reasonable amount of the larger off-island supplier. The signs would have a white reflective background and dark lettering.

MOTION: Moved by Colin McLarty, seconded by John Chapman, that the PIPRC purchase a dozen public access signs from Sharron Cuthbertson, as per the estimate provided. **CARRIED**

10. OTHER BUSINESS

10.1 Islands Trust Referral for Magic-Ferry Route

The North Pender Island Local Trust Committee (Islands Trust) had sent a referral, requesting PIPRC feedback on a proposed Official Community Plan amendment. This was to include a designation of a cycle and walking route along the roads from the ferry terminal to Magic Lake Estates. There was a general consensus in support of this proposal, so the PIPRC Chair would respond accordingly to the Islands Trust.

10.2 Handling PIPRC Finances?

Following up on the December 20 PIPRC discussions, Derek Masselink said that Val Leigh-Dorin was willing to do a presentation about CRD financial reports and procedures at the next Commonality Meeting. Arn Berry and others said that prior to that time, it would be helpful for the PIPRC to have some help interpreting CRD financial statements. Derek Masselink would follow up about this with the CRD. It would also be useful to know the date of the next Commonality Meeting.

11. NEXT MEETING

The next PIPRC Meeting was scheduled for Thursday, February 21, 2013 (9:15 am, Community Hall Lounge). John Chapman said that due to a Hall booking error, the March meeting would need to be at the Hope Bay office.

12. ADJOURNMENT

MOTION: Moved by John Chapman, seconded by Arn Berry, that the meeting be adjourned at 12:42 pm. **CARRIED**