

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of Monthly Meeting
Thursday, May 16, 2013 (9:15 am)
Community Hall, North Pender Island

Present: Arn Berry, John Chapman, Rob Fenton, Colin McLarty, Jim Pugh, Michael Symons, Margaret Alpen (present initially & later), Derek Masselink (present initially), Ben Symons (PIPRC Contractor, present for Maintenance Report); and Zorah Staar (PIPRC Recorder)

Regrets: none

Guests: Val Leigh-Dorin and Brian MacDonald (CRD Financial Staff)

Public: none

1. CALL TO ORDER

Chair Arn Berry called the meeting to order at 9:18 am.

2. APPROVAL OF AGENDA

The agenda was amended to add the following under 10. (New / Other Business): Niagara Road, Craddock Loop Trail, Irene Bay, Bridge Park Erosion, and Model Airplanes (as time permits).

MOTION: Moved by Rob Fenton, seconded by Colin McLarty, to approve the proposed agenda, as amended. **CARRIED**

3. APPROVAL OF MINUTES

The April 18, 2013 minutes were amended on page 1, after "Public", to insert the word "all" (i.e. "who all left after item 4. below").

MOTION: Moved by Jim Pugh, seconded by Margaret Alpen, to approve the April 18, 2013 PIPRC minutes, as amended. **CARRIED**

4. GUESTS

Note: Items 9.1 to 9.4 were discussed until 9:36 pm, when CRD Financial Staff Val Leigh-Dorin and Brian MacDonald arrived to make a presentation and answer questions about CRD financial issues. Leigh-Dorin and MacDonald presented the following CRD documents, commenting as follows:

- CRD 2013 Budget for Pender Island Community Parks (in particular SCHEDULE G Capital Budget Form for 2013 to 2017): keys points were that an item description had to be in the budget for money to be transferred from PIPRC capital reserves to pay for it; it was good to call Val Leigh-Dorin (250-

360-3033) when work on a new capital project was beginning, so that she could issue a project number; request this if a project was unusual and to be paid for from capital rather than operating; and noted that both 2013 and 2014 capital budget years included \$40,000 for Gardom Pond Upgrades (see more below);

- CRD 2013 Budget for Pender Island Community Recreation: fairly simple because it just involved the annual payment of Recreation funding;

- April, 2013 Revenue and Expenditures (R & E) Report for Community Parks reviewed in detail, key points being as follows: on page 1, ignore the first 2 and the last 2 columns; 3rd column ("Current") showed anything spent in a month; 4th column (Period to date) showed what had been spent in year to date; 5th column ("Encumbrance") showed particular expenditure money put aside by CRD (a rare thing); 6th column ("Total") showed positive available amounts in brackets (a good thing), and expenditures that had been made not in brackets;

- continuing with page 1 of Parks R & E Report, headings to left included: Capital Reserves Pender Park Land (\$31,043.38, which could only be used for land); Capital Reserve/General Reserve (\$112,265.88 minus \$80,000 allocated for 2013 & 2014 Gardom Pond Upgrades, i.e. \$32,265.88 currently available); General Capital/Capital Projects record of all expenditures assigned Capital Project #'s & capitalized to date (i.e. since there was a Parks Commission); more detail on any capital project can be provided by Val if we request it);

- further re: Capital Reserve/General Reserve, this is where surplus Parks funds could be transferred at end of each year, which historically had been \$20,000 or more because PIPRC usually underspent its Parks operating budget; PIPRC motions were made to transfer monies from General Reserve fund to General Capital fund for spending on a capital project, which must be as per approved 5-year Capital Budget unless the SGI Director & CRD Board agreed otherwise;

- continuing with page 2 of Parks R & E Report, this included Community Parks Revenue (i.e. donations, taxes, & cash-in-lieu); and Community Parks Expense (i.e. Parks operating expenditures under various line items); 1st column on this page (Original Budget) meant operating amounts approved by CRD Board; 2nd column (Revised Budget) meant actual budget, which determining other columns; PIPRC could go over-budget on a line item, but motion was needed for this, and it was illegal for PIPRC to go over-budget for total of all line items (i.e. deficit); current year's line item budgets could be changed until March (w/Director approval), e.g. between Contract for Services line from which Contractor could be paid, and Parks Maintenance line from which Contractor had been paid; 3-year budget could also be changed if it was clear that spending would change;

- in addition, if PIPRC Contractor was re-building a large staircase, instead of paying this out of Contract for Services or Parks Maintenance, Leigh-Dorin could create a Capital Project for it to be paid from Capital Reserve/General Reserve, but then there had to be enough money there to pay for it (e.g. right now there was effectively \$32,265.88 available for new Shed and Shingle Bay Outhouse, plus whatever operating surplus might go in at end of 2013);

- Val Leigh-Dorin and Brian MacDonald provided a lot more info (notes kept), and handed out a 1-page summary re: CRD Budget, Finance and Reporting; they invited further questions at any time ((phone: 250-360-3033, even during a meeting), were thanked for very useful explanations, and they left at 11:10 am.

5. MAINTENANCE REPORT & DISCUSSIONS

PIPRC Maintenance Contractor Ben Symons had emailed a Maintenance Report. He made comments and/or there was discussion as follows:

- Symons had spent the month doing a lot of string trimming and mowing due to fast early summer growth;
- Thieves Bay Butterburr invasive had been string-trimmed in one section, organically sprayed in another, and was to be covered with black plastic to control re-growth; second concrete picnic table was suggested to be moved to Gowlland Point, and 5 or so wooden tables needed to be cleaned and placed on gravel (agreed to do site visit on Sunday, May 26, 10:00 am);
- Donated Picnic Table had been offered for Thieves Bay, but was more needed at Disc Park (Michael Symons would call donor and view table);
- Lilias Spalding/Heritage Park: volunteer had trouble with PIPRC mower on rough ground; Symons suggested bringing in fill, to re-enlarge lawn area and smooth it out for contractor mowing (discuss next month); volunteer willing to remove old glass and invasives (no objections by Commissioners);
- George Hill alternate trail: satisfactory site visit had occurred, and agreed that proposed shortcut trail could be constructed going straight up hill initially, to avoid a steep edge and having to do a survey to confirm boundaries; existing George Hill Trail had issues with old wooden handrails (Symons to remove) and other rope handrails cutting into trees [subsequently agreed by email to assess during May 26 site visit, after Thieves Bay site visit];
- New PIPRC Shed: Symons had moved some PIPRC material to new Shed on Ketch Road (as requested to establish PIPRC occupancy);
- Magic Lake Swim Hole: it was no longer being suggested to use “mushroom anchors” to re-secure Swim Hole dock, and it was not advisable to attach chains to the dam, so Symons would simply re-adjust existing chains.

Note: Contractor Ben Symons then left the meeting at approximately 1:00 pm.

6. PRIORITY ITEMS

None

7. IN CAMERA ITEMS

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

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

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

It was reported that one property matter was discussed during the In Camera portion of the meeting.

8. CORRESPONDENCE

None

9. REPORTS

9.1 Chair's Report (Arn Berry) – None

9.2 Treasurer/Financial Report (Margaret Alpen)

Margaret Alpen was present briefly, to confirm that her many commitments meant she now needed to resign as a PIPRC Commissioner and Treasurer. However, she was willing to keep handling PIPRC payments as a volunteer bookkeeper for the time being, while the PIPRC was finding a replacement. The other PIPRC Commissioners thanked Alpen for her years of service. There were no immediate volunteers for Treasurer, and there was now a CRD ad running for two new PIPRC Commissioners. There was discussion (to be continued) about potentially hiring a bookkeeper, who could then report to the Treasurer and make that volunteer position easier.

9.3 CRD Director's Report (David Howe/Derek Masselink) – None

9.4 Recreation Report

Margaret Alpen reported that there was about \$1,300 left from last fall's Recreation funding, and now the Dragonfly Daycare (Pender Island Child Care Society) had applied for \$500 of funding from this. This was to cover the Monday Parents & Babes group, during the upcoming months.

MOTION: Moved by Rob Fenton, seconded by Colin McLarty, that the PIPRC provide \$500 of Recreation funding to the Pender Island Child Care Society for the summer Parents & Babes program. **CARRIED**

9.5 Communications Report

Arn Berry had agreed to write the Pender Post article for June, and Rob Fenton agreed to write one for July.

9.6 Volunteer Coordinator Report – None

10. NEW / OTHER BUSINESS

10.1 Commemorative Benches

Colin McLarty reported that Jude Farmer had agreed to build the heavy wooden bench that the PIPRC needed for the donor who'd already provided payment. He would be able to do this at the end of May. There was a Victoria foundry which could provide the small plaque for which the donors were also going to pay. As for the lighter, recycled plastic bench design suggested by one PIPRC Commissioner for future benches (looking like wood), three others said they felt that PIPRC benches should be wood. Time was running out, so this issue was tabled to the next meeting.

10.2 Commonality Meeting

The next Parks & Recreation Commonality Meeting had been scheduled for Thursday, June 20, which was the regular PIPRC meeting date. Therefore, it was agreed to move the PIPRC meeting to either June 28 or June 26. [subsequently determined that the PIPRC meeting would be Wednesday, June 26, 9:15 am, Hope Bay CRD office]. As for the June 20 Commonality Meeting, Rob Fenton would confirm mooring for his boat (for potential transport), Arn Berry would confirm the precise Mayne location, and John Chapman would email some suggestions about agenda topics.

10.3 Enchanted Forest

Re: the May 23 annual audit of the Enchanted Forest, Arn Berry would email the Islands Trust Fund that no PIPRC representative was able to attend

10.4 Pender Trails Project

John Chapman reported on the Pender Trails Project, which was part of the "Experience the Gulf Islands" initiative of the Southern Gulf Islands Economic Development Commission (intended to benefit both residents and visitors). There was a related meeting on Saturday, May 18 (1:15 pm, Hall). The Trails Project involved considering and potentially improving the overall system of trails on Pender. Chapman suggested that the PIPRC have a fuller discussion about what their role could be, and he offered to make a presentation about this at a future meeting.

11. NEXT MEETING

The next meeting would be Wednesday, June 26, 2013 (9:15 am, Hope Bay).

12. ADJOURNMENT

MOTION: Moved by Michael Symons, seconded by Rob Fenton, that the meeting be adjourned at 12:30 pm. **CARRIED**