

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of Monthly Meeting
Thursday, September 19, 2013 (9:15 am)
Community Hall Lounge, North Pender Island

Present: Arn Berry, John Chapman, Colin McLarty, Jim Pugh, Rob Fenton, Jim Stafford, Michael Symons, Derek Masselink, Zorah Staar (PIPRC Recorder), Ben Symons (PIPRC Maintenance Contractor, present initially), and [REDACTED] (PIPRC Bookkeeper, present initially)

Regrets: Karen Parker

Public: Dean Mills, Barry Mathias and Niall Parker (Moving Around Pender)

1. CALL TO ORDER

Chair Arn Berry called the meeting to order at 9:18 am, and there were introductions.

2. APPROVAL OF AGENDA

The agenda was amended to advance discussion of item 8.2 (Treasurer/ Financial Report), while PIPRC Bookkeeper [REDACTED] was present.

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

3. APPROVAL OF MINUTES

The July 18, 2013 minutes were amended at page 2, Lilias Spalding Heritage Park, fifth line, to say "chip or chainsaw" the brush (to hasten it breaking down).

MOTION: Moved by Michael Symons, seconded by John Chapman, to approve the July 18, 2013 PIPRC minutes, as amended. **CARRIED**

MOTION: Moved by Michael Symons, seconded by John Chapman, to approve the August 15, 2013 PIPRC minutes/notes. **CARRIED**

4. DELEGATIONS

Chair Arn Berry noted that Fire Chief Charlie Boyte had planned to attend to discuss the proposed Lively Peak/Scarff Road Connector, but then (presumably) he could not attend.

Present today was a delegation from the Moving Around Pender Alternative Transportation Society (Dean Mills, Barry Mathias and Niall Parker). They presented a written submission with a request for PIPRC (working with MAP support) to negotiate a License of Occupation to develop and maintain a multi-use trail bypass around Einer's Hill, from the Driftwood Centre travelling behind the air strip along the Alice Church Road right of way. They made additional

comments including the following: that the 2012 MAP Transportation Plan identified Einer's Hill as a safety issue (for cyclists and pedestrians); that the proposed trail route involved two undeveloped public road right-of-ways, and a small connecting section which was in the Gulf Islands National Park Reserve; that GINPR rep Todd Shannon said they would consider allowing a right-of-way for a multi-use trail; that MAP was asking the PIPRC to be the main proponent for seeking formal agreements with MOTI and Parks Canada (with MAP as a "keen participant" doing some legwork), because MAP itself could not hold licenses of occupation and benefit from CRD insurance coverage like PIPRC; and that the desired trail was crushed gravel, wide enough for two to pass.

Chair Arn Berry said that this proposal was interesting, and the PIPRC would consider it. The MAP delegation left at 9:58 am. Then item 9.2 (Treasurer/ Financial Report) was discussed, after which [REDACTED] left at 10:19 am.

5. MAINTENANCE REPORT & DISCUSSIONS

PIPRC Maintenance Contractor Ben Symons had now completed a good first year of work. In addition to his monthly emailed Maintenance Report, he made comments and/or there was discussion as follows:

- Lively Peak: agreed that Symons could eliminate one set of steps to same viewpoint (rather than doing replacement work on two sets of steps);
- Shingle Bay: new outhouse looked very fine, and recycled culvert used for new entrance (agreed not to screen outhouse unless concerns; also agreed that low tree limbs over parking could be pruned, at Thieves Bay as well?);
- George Hill: work completed on new shortcut trail, and older trail improvements;
- Thieves Bay: agreed to dispose of rotten table, use other old table in PIPRC Shed, and also remove and store old rotten bench with plaque (suggestion to locate dedication source?); also agreed for Michael Symons to contact CRD re: options for large boat in parking lot [note: boat subsequently disappeared]
- Enchanted Forest Park: agreed that Ben Symons could proceed with major trail re-routing around wetland, if there was no other priority work (note: PIPRC still intended to have further prioritization discussions in future);
- non-slip materials for steps & boardwalks: Symons asked to research/report on better options than hardware cloth previously used (e.g. expanded mesh);
- Prior Park Shed: Solstice Society wanted to know if there was progress on their storage in PIPRC Shed (see In Camera minutes for Shed discussions);
- new Gowlland Road Ocean Viewpoint Trail: agreed to have trail routing site visit on Saturday, September 21, 11 am (Arn Berry to send right of way map);
- Oaks Bluff: new trail section suggested (to be viewed September 21 as well);
- Fawn Creek Park: agreed for Symons to do more boardwalk work as needed.

Further re: the prioritization of PIPRC Maintenance Contractor activities, as well as other PIPRC resources, potential/suggested areas of priority included: addressing safety issues as they arose; getting the PIPRC Shed operational ASAP (for work and storage); and bringing in archaeological considerations (agreed to add further discussion of this to the next PIPRC agenda).

Note: Contractor Ben Symons left the meeting at approximately 11:00 am.

6. PRIORITY ITEMS

None

7. IN CAMERA ITEMS

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

Three personnel and four property matters were discussed during the In Camera portion of the meeting. Derek Masselink left the meeting at 12:35 pm.

8. CORRESPONDENCE

None

9. REPORTS

9.1 Chair's Report (Arn Berry) – None

9.2 Treasurer/Financial Report

New PIPRC Bookkeeper [REDACTED] was present. Treasurer Rob Fenton had been away so he needed more time to review latest CRD financial reports for Pender Parks and Recreation, but we seemed to be doing well. There was agreement to use some meeting expense money to have coffee and buns at future PIPRC meetings.

[REDACTED] said that she had met with Val Leigh-Dorin of CRD Finance to discuss procedures, and with Margaret Alpen to receive an info binder. The current payment method was for [REDACTED] to email scanned .pdf's of invoices and receipts to CRD Accounts Payable. It was agreed that [REDACTED] would

pick up PIPRC mail from both the Community Box and the P.O. box (including scanning Recreation funding applications and forwarding to Rob Fenton). It was also agreed that Fenton would liaise with [REDACTED] to be able to report at PIPRC meetings. [REDACTED] planned to develop a spreadsheet for greater understanding going beyond the monthly CRD financial reports, and it was also agreed that she could work with Fenton to develop a more distinct Chart of Accounts. Fenton still intended to find out the expenditure breakdown for the monies already spent on the new PIPRC Shed. Finally, Fenton recused himself from discussion and voting on the motion below.

MOTION: Moved by Michael Symons, seconded by Colin McLarty, to remove Margaret Alpen as a PIPRC signing authority, and to appoint Rob Fenton as a PIPRC signing authority. **CARRIED**

9.3 CRD Director Report – None

This was Derek Masselink's last meeting as the Alternate Southern Gulf Islands Electoral Area Director on behalf of David Howe. [The new Alternate was Sylvia Olsen].

9.4 Recreation Report

Rob Fenton said that he would follow up with Karen Parker and Margaret Alpen, regarding initial committee assessment of the Recreation Funding applications to be submitted by the annual deadline of September 30.

9.5 Communications Report

Jim Stafford had written an article for the October Pender Post, and a volunteer was sought to write an article for November (due October 20).

9.6 Volunteer Coordinator Report

Michael Symons said that he planned to remind volunteer Trail Monitors to report any safety concerns as soon as possible. It was also agreed that Symons would contact the CRD web person about setting up a separate PIPRC trail report email address, which could ideally be forwarded to himself, the PIPRC Maintenance Contractor, and the PIPRC Chair (so that any safety concerns would not escape attention).

10. NEW / OTHER BUSINESS

10.1 Bench Design

Michael Symons said that he would contact Jude Farmer to follow-up on previous bench design discussions, and also to raise the issue of a new picnic table design (e.g. to replace one table removed from Thieves Bay).

10.2 Revised Pender Parks Bylaws

Val Leigh-Dorin of the CRD had said that she did not believe the PIPRC could write their own new Parks Bylaw, because we were supposed to adopt the model CRD bylaw created for Salt Spring Island and Juan De Fuca. It was agreed that Michael Symons could check with Larissa Hutcheson of the CRD about whether the PIPRC could simply make a few amendments to their existing Parks Bylaw.

10.3 Shorecliff Road Ocean Access – see In Camera Minutes

10.4 Enchanted Forest Creek

John Chapman said that he had spoken with the owner of the creek and land beside the Enchanted Forest Park, who was not currently interested in granting a right-of-way for a trail through his property, down to the ocean.

10.5 PIPRC Maps

John Chapman was concerned that PIPRC trail maps were continuing to disappear from the Chamber of Commerce kiosk at an unusual rate, and he planned to monitor the situation. PIPRC Commissioners were encouraged to have some maps with them, to be available for distribution. Colin McLarty mentioned that Poet's Cove seemed to need more maps to hand out to visitors.

11. NEXT MEETING(S)

The next scheduled meeting was the Southern Gulf Islands Parks & Recreation Commonality Meeting on Thursday, October 17 (Galiano Island).

[Note: For this reason, the next PIPRC meeting was subsequently moved from October 17 to **Friday, October 18 (9:15 am, Community Hall Upstairs)**].

12. ADJOURNMENT

MOTION: Moved by Michael Symons, seconded by Jim Pugh, that the meeting be adjourned at 1:10 pm. **CARRIED**