

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of Monthly Meeting**  
**Thursday, February 20, 2014 (9:15 am)**  
**Community Hall, North Pender Island**

**Present:** Arn Berry, John Chapman, Michael Symons, Jim Pugh, Jim Stafford, Colin McLarty, Rob Fenton, Zorah Staar (PIPRC Recorder), Ben Symons (PIPRC Contractor, present initially), and PIPRC Bookkeeper (see 8.2 below)

**Regrets:** David Howe

**Public:** None

**1. CALL TO ORDER**

Chair Arn Berry called the meeting to order at approximately 9:15 am.

**2. APPROVAL OF AGENDA**

The agenda was amended to add an item to New / Other Business for the South Pender Island Land Use Bylaw Review.

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

**3. APPROVAL OF MINUTES**

The January 16, 2014 minutes were amended as follows: on page 4, item 9.2, to no longer refer to the PIPRC Bookkeeper by name; on page 5, item 9.6 – to say that “Michael Symons had now processed the required CRD form...”; and on page 5, item 10.2, 6<sup>th</sup> line – to refer to Andrea Pickard.

**MOTION:** Moved by Colin McLarty, seconded by Jim Pugh, to approve the January 16, 2014 minutes, as amended. **CARRIED**

**4. DELEGATIONS**

None

**5. MAINTENANCE REPORT & DISCUSSIONS**

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

- Symons had done trail clean-up and various other projects this month;
- George Hill: new bench finished and installed (with positive feedback re: design);

- Walden Road: PIPRC signpost rotting at base, refurbished and re-installed;
- Oaks Bluff: new signpost finished and installed;
- Magic Lake Swim Hole: new ladder installed on dock, and dock reasonably stabilized with anchor points and heavier chains (Michael Symons doing researching about also adding mushroom anchors);
- New South Pender trail replacing Tilley Point: since view of Stuart Island was more prominent from this new trail, agreed by consensus to name it "Stuart/Moresby View Trail"; also agreed that PIPRC Contractor would make another bench for it (like George Hill and Oaks Bluff – under \$400 time and material); re: parking, Michael Symons and Rob Fenton following up with MOTI re: parking here and at George Hill;
- Benches: supported to prioritize certain sites with decaying benches for PIPRC Contractor to make a backless, simpler but complimentary bench design; also still supported for Jude Farmer to build a fancier bench based on design he proposed last year, for a dedication where some people had offered to donate cost (Arn Berry said another such offer was recently received);
- Picnic Tables: Symons had built a 6' prototype of a new picnic table design (agreed by consensus to place it at Bridge Park), and he had cut wood for two 8 foot versions as well (agreed to build one as a test, potentially for Thieves Bay or Shingle Bay; also agreed to use green stain on tables, and either stain or oil that would weather well on other PIPR structures);
- Irene Bay Ocean Access: agreed that John Chapman would try once more to reach adjacent owner, then leave a letter at his door, about PIPRC plan to gravel parking spot; we'd wait a month, and then work could proceed;
- Niagara Road Ocean Access: Colin McLarty had delivered letter to adjacent owners re: plan to gravel two parking spots on road allowance; one owner had called; McLarty would try to reach her again, then email Symons to proceed; Bobcat might be needed to scrape mud and dump rock (Symons to get quote);
- Starboard/Compass Trail: Symons said adjacent owners may or may not follow through with their offer to plant native plants, to lessen the visual impact caused by clearcutting on a neighbouring property;
- Schooner/Privateers Trail: agreed that Symons could proceed with minor rerouting, as previously discussed;
- Non-slip mesh: John Chapman said that Wilkinson's no longer supplied heavier expanded mesh for steps/boardwalks, and he'd do more research; cheaper mesh (lath) being used by Symons was working fine, so use it up for now;
- Magic Lake Picnic Area: waiting to hear from MLPOS re: boat storage rack; Arn Berry still checking re: old Hydro poles to lay down;

- Small PIPRC signs: Zorah Staar would send Ben Symons CRD logo, then Symons would send his round PIPRC round sign image (with CRD added) to Colin McLarty, to obtain quotes from local signmaker and Fast Signs, Bay St;
- Fawn Creek Trail: one leg of trail in a stream (agreed for Symons to re-route); another part of trail abandoned and could be revived? (neighbour issues – agreed to put on hold until nearby new Ainslie/Beaumont Trail being pursued);

Note: PIPRC Contractor Ben Symons then left the meeting at 10:24 am.

## 6. PRIORITY ITEMS

None

## 7. CORRESPONDENCE

### 7.1 Bernard Simpson Letter dated January 13, 2014 re: Mortimer Spit

Simpson had expressed concerns re: potholes in the rough road on Mortimer Spit. After discussion, there was no consensus to do anything other than annual grading when possible (Arn Berry to follow up with Mainroad Contracting).

## 8. REPORTS

### 8.1 Chair's Report (Arn Berry)

Arn Berry noted that he and John Chapman had spoken at a Newcomers gathering, including seeking new Trail Monitor volunteers. Berry had also arranged better Hall booking for PIPRC meetings. There was another offer to pay for a memorial bench, so Berry would call woodworker Jude Farmer.

### 8.2 Treasurer/Financial Report

Treasurer Rob Fenton had asked the PIPRC Bookkeeper to attend, to give Commissioners a better sense of current PIPRC finances and budgeting. She arrived at 10:57 am, and firstly presented a monthly expense summary entitled "Pender Island Community Parks 2014 Budget & Expenses". This format took monthly CRD financial reporting details and made them more understandable for Commissioners, and this was found to be useful.

Secondly, the Bookkeeper and Treasurer presented a Pender Island Community Parks 2014 Budget with a column of proposed revisions, based on analysis of actual expenditures in 2013, and anticipated expenses for the current year. These proposed revisions were slightly adjusted and then approved (see motion below). There were also Bookkeeper suggestions about potential purchasing efficiencies. The PIPRC Maintenance Contractor was felt to be doing a good job in this regard. See also In Camera discussions.

**MOTION:** Moved by Rob Fenton, seconded by John Chapman, that the Pender Islands Parks & Recreation Commission revise the Pender Island Community Parks 2014 Operating Budget as follows:

503130: Contract for Services	decrease from \$20,000 to \$17,500
510000: Rentals – Building	decrease from \$1,000 to \$225
514230: Volunteer Apprn Dinner	decrease from \$1,500 to \$775
514250: Information And Eductn	decrease from \$1,000 to \$500;
514880: Meeting Expenses	increase from \$3,500 to \$6,000;
536000: ParksMaintceExpenses	decrease from \$40,000 to \$34,500
538130: Supplies – Operating	increase from \$2,000 to \$9,500

**CARRIED**

It was noted that the net effect of the above budget line changes was intended to be zero, i.e. the total 2014 Parks Operating Budget would remain the same, namely \$87,640. The PIPRC Bookkeeper was thanked for her analysis, and left the meeting at 11:49 am.

### 8.3 CRD Director Report

None

### 8.4 Recreation Report

None

### 8.5 Communications Report

It was noted that the PIPRC's webpage on the CRD website had unfortunately been lost during the recent CRD shift to a new website, and it would now have to be rebuilt. It was noted that the Friends of Pender Islands Parks & Recreation Commission Facebook page was still operating. Jim Stafford had also just submitted his latest PIPRC Pender Post article.

### 8.6 Volunteer Coordinator Report

Some new Trail Monitor volunteers had been signed up.

## 9. NEW / OTHER BUSINESS

### 9.1 Magic Lantern Festival (Dock Issue)

In response to the letter of apology from the Magic Lantern Festival, Arn Berry would write to confirm that the dock would not be available in future. However, repairs had been successful.

### 9.2 Commonality Meeting on Pender

It was agreed after discussion to try to move the Parks & Recreation Commonality Meeting on Pender from April 30 to May 22, 2014 if possible, so that Planner Gwen Underwood of the Tsawout Nation and Archaeologist Jim Stafford of the PIPRC could potentially attend. This would be to speak about First Nations and archaeological issues affecting local parks [May 22 date subsequently confirmed]. Arn Berry was also still trying to speak with Sonia Santarossa of the CRD, potentially to speak about CRD issues relating to Commissioner appointments, manuals, and other procedural issues. The planned venue was Poet's Cove, and a \$2,000 Meeting Expense budget was now available.

### 9.3 Broom Cutting/Beach Cleanup, etc.

There had been a community member suggestion that Bible Camp volunteers help with broom cutting in parks (if available). Some new PIPRC volunteers were already doing this. Michael Symons intended to prepare a brief guide on broom cutting. The PIPRC would also be invited to help with the April 19 annual Beach Cleanup (to be discussed at next meeting).

### 9.4 Archaeological Considerations (see 9.2 above)

### 9.5 South Pender Island Land Use Bylaw Review

John Chapman reported that the South Pender Island Local Trust Committee was in the process of reviewing the Land Use Bylaw. There could be an informal committee considering a piece of South Pender property, which the owners might want to subdivide in a way that creates a new park trail or dedication. Chapman would keep the PIPRC posted.

### 9.6 Parks Bylaw Revision

Michael Symons had spoken with CRD Director David Howe about making some logical updating amendments and improvements to the PIPRC's Parks Bylaw. Symons was pursuing this further through Sonia Santarossa.

## 10. IN CAMERA ITEMS

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

Note: See separate In Camera Minutes of the same date for the discussions that followed.

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

One personnel matter and two property matters were discussed during the In Camera meeting.

**11. NEXT MEETING(S)**

The next PIPRC meeting was scheduled for Thursday, March 20, 2014 (9:15 am, Community Hall Lounge).

**12. ADJOURNMENT**

**MOTION:** Moved by John Chapman, seconded by Michael Symons, that the meeting be adjourned at 12:37 pm. **CARRIED**