

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

Present: Arn Berry, John Chapman, Michael Symons, Jim Pugh, Colin McLarty, Rob Fenton, Sylvia Olsen (SGI Alternate Director), Zorah Staar (PIPRC Recorder), and Ben Symons (PIPRC Contractor, present initially)

Regrets: Jim Stafford

Public: None

1. CALL TO ORDER

Chair Arn Berry called the meeting to order at approximately 9:21 am.

2. APPROVAL OF AGENDA

The agenda was amended to add discussion of the 2006 Parks & Trails Guide.

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

3. APPROVAL OF MINUTES

The February 20, 2104 minutes were amended on page 5, item 9.5, to remove the sentence beginning "There was a protocol...", and to begin the next sentence with "There could be...".

MOTION: Moved by Michael Symons, seconded by Rob Fenton, to approve the February 20, 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:

- due to snowstorm and rain, Symons did a huge amount of trail clean-up this month, including Gardom Pond spillway (note: Pond Society offered to pay, but PIPRC Chair suggested not charging for 1.5 hours of work involved);
- Privateers/Schooner Trail now had 40 foot stretch eroded into creek, so trail needed to be moved up a bit (agreed to do PIPRC site visit on Sunday, March 23, 2014. 11:00 am, meet at Fire Hall #2);

- also agreed for March 23 site visit to include Boat Nook (railing mesh to be replaced), Disc Park Trail (move trail out of seasonal stream), Masthead Trail (water flow issue?), and Armadale Road/Clam Bay proposed right-of-way;
- Welcome Bay Ocean Access: gravel added and entrance improved;
- Niagara Road Ocean Access: quotes obtained to scrape mud and add shale and road base (agreed to go with lesser quote, to improve 2 parking spaces); neighbour assured that this would not interfere with her driveway;

MOTION: Moved by Rob Fenton, seconded by Michael Symons, that the PIPRC hire Gulf Island Excavating for approximately \$800 plus tax to improve the Niagara Road Ocean Access parking, with mud scraping, plus shale and road base to a depth of 6" to 8". **CARRIED**

- Signs: Swanson View Trail public parking sign was missing, so Symons had made replacement plus 3 more for other locations; various other signs were in various stages of finishing; confirmed (after discussion) that new South Pender Trail near Tilley Point would be called Stuart/Moresby View Trail;
- PIPRC logo signs: Symons had sent image for small round logo sign to Colin McLarty, to obtain quotes; decision required first about PIPRC website address for signs (PIPRC agreed to retain www.crd.bc.ca/penderparks);
- Benches: Symons had finished making some simple backless benches for sites where this was adequate and useful, costing about \$200 for materials and labour, and matching style of other benches but for less cost; now oil-based gloss finish being applied (agreed that backless benches could be placed at George Hill, William Walker Trail, and other sites as appropriate);
- Irene Bay Ocean Access: John Chapman had spoken with adjacent owner, to advise him of PIPRC plans to define parking spot (with gravel and two by fours around it); agreed that Symons could now proceed;
- George Hill Trail culvert for parking: Rob Fenton spoke to Ryan Evanoff of Ministry of Transportation & Infrastructure, who said PIPRC could apply for a permit to install a culvert on MOTI right-of-way, where this was needed for parking; little likelihood of MOTI funding, but we could ask Area Manager Rochelle Ray, and also ask Contractor John Bradley if he had a spare culvert; PIPRC budget restraints noted, but agreed that Rob Fenton could follow up to make application for permit (together with PIPRC Contractor Ben Symons);

Note: PIPRC Contractor Ben Symons then left the meeting at 10:07 am.

- Castle Road Trail: Arn Berry had circulated photos of huge boulder rock fall; no apparent immediate danger, but John Chapman called CRD Risk Management, who would view site next time they came to Pender.

6. PRIORITY ITEMS

None

7. CORRESPONDENCE

None

8. IN CAMERA ITEMS

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

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

9. REPORTS

9.1 Chair's Report (Arn Berry)

Arn Berry had received an email alleging that a certain person (license # and truck description given) was taking wood from Disc Park. Michael Symons commented that a month ago, someone took a large downed tree from the PIPRC's Oaks Bluff Trail. The PIPRC policy was to leave downed trees, as potential nursery logs and other kinds of ecosystem resources. It was agreed that Symons would contact Rod Pick of the RCMP to discuss these matters, including asking him to contact the Disc Park complainant and alleged offender if appropriate, and to attend a future PIPRC meeting.

9.2 Treasurer/Financial Report

Treasurer Rob Fenton handed out the February, 2014 monthly Parks Budget & Expenses summary, as prepared by the PIPRC Bookkeeper based on the monthly CRD statements. Fenton had also forwarded a CRD email about budget numbers still being preliminary, until finalized in mid-April.

Rob Fenton was asked to check if the monthly summary from the PIPRC Bookkeeper could be made even more useful, by including the percentage of the total Parks budget spent and/or remaining as of the month-end. In addition, Fenton was asked to check with the CRD about the PIPRC's available capital project funding, to complete making the Prior Park Shed useable (i.e. \$2,800 trenching/pole, \$4,000 electrical, \$6,800 demolition).

9.3 CRD Director Report

Sylvia Olsen was present as the Alternate for David Howe, Southern Gulf Islands Electoral Area Director.

9.4 Recreation Report

There was a need to fill the current PIPRC Commissioner vacancy, in particular to have someone who could coordinate the annual process of receiving and organizing Recreation funding applications. There had not been any recent responses to the vacancy advertisement, and Commissioners were asked to think about finding an appropriate person.

9.5 Communications Report

Re: Pender Post articles, Arn Berry said that he would ask Jim Stafford about writing the next one. Re: the PIPRC web pages lost during the recent CRD website revamp, it was now advisable for the PIPRC to decide what they wanted to be their rebuilt webpage address (decided to retain the former www.crd.bc.ca/penderparks, already in use for PR purposes).

Re: the proposed PIPRC logo signs (no larger than 6", round image designed by Ben Symons, to be placed at each site), Colin McLarty would now obtain at least 2 estimates for up to 100 of them. Re: re-issuing the very popular PIPRC's 2006 Parks & Trails Guide, Rob Fenton said that he was willing to spend some time trying to find and supervise someone to work on the necessary revisions and reprinting. The Guide was formerly sold for \$8 at various local outlets. It was also suggested to ask the Chamber of Commerce whether they wanted to partner on this project.

9.6 Volunteer Coordinator Report

Michael Symons said that there had been numerous reports from volunteer Trail Monitors about trail damage and debris after the late February snowstorm (which had then been addressed by the Maintenance Contractor).

10. NEW / OTHER BUSINESS

10.1 PIPRC Parks Bylaw Revisions

Michael Symons reported that he had spoken with Sheila Norton, who worked with Sonia Santarossa of CRD Legislative Services. Symons described to Norton some of the useful updates that could be made to the PIPRC's Parks Bylaw No. 1578, to resolve issues such as removal of downed wood, potentially allowing bicycles at some sites, etc. Norton suggested that Symons send her something in writing about this. It was agreed that Symons would first draw up a list of potential Bylaw revision issues and circulate that to PIPRC Commissioners.

10.2 Commonality Meeting on Pender

Arn Berry commented on the developing plans for the PIPRC to host the May 22, 2014 Commonality Meeting of the Southern Gulf Islands Parks & Recreation Commissions, including: gathering at Poet's Cove (Berry to re-confirm availability, and switch to back-up if necessary); guest Sonia Santarossa of CRD Legislative Services, speaking about Commission appointments, handbooks, etc.; PIPRC Commissioner and Archaeologist Jim Stafford speaking about archaeological issues; potential guest Gwen Underwood (Planner for the Tsawout Nation) speaking about First Nations presence on these islands, potentially bringing Eric Pelkey and Belinda Claxton with her; and a field trip to one or more sites on South Pender.

In response to a request from Paul Petrie of the South Pender Historical Society, it was agreed that he could attend the Commonality Meeting, but there was not expected to be room for additional guests.

10.3 Broom Removal

Regarding broom removal by volunteers, Michael Symons had drafted and circulated PIPRC guidelines, which were accepted as useful. These guidelines included ideas like cutting rather than pulling out larger broom plants, and the need to fill out volunteer forms for CRD insurance coverage.

10.4 Beach Clean-up April 19, 2014

John Chapman said that he would contact the organizer of this year's annual beach clean-up on April 19, to confirm whether the PIPRC should do Otter Bay as usual.

10.5 Special Meeting re: Policies/Priorities

The PIPRC had talked about reviving the past practice of having an annual special meeting to discuss priorities for the resources. Arn Berry said that also having some additional PIPRC policies would be also useful. Both priorities and policies were connected with the 5-year review of the PIPRC Master Plan (in progress). It was agreed to have further discussion, once John Chapman had revisited his list of potential Master Plan revisions. It was also suggested to consider a facilitator. Sylvia Olsen said that the Harbours Commission recently had a similar planning meeting, and might be able to share a useful template (John Chapman to call Jon Heaney).

11. NEXT MEETING(S)

The next PIPRC meeting was scheduled for Thursday, April 17, 2014 (9:15 am, Community Hall Lounge).

12. ADJOURNMENT

MOTION: Moved by Michael Symons, that the meeting be adjourned at 12:10 pm. **CARRIED**