

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of Monthly Meeting**  
**Thursday, August 21, 2014 (9:15 am)**  
**Health Care Centre Meeting Room, North Pender Island**

**Present:** Arn Berry, John Chapman, Rob Fenton, Jim Pugh, Colin McLarty, Michael Symons, David Howe, Ben Symons (PIPRC Contractor), and Zorah Staar (PIPRC Recorder)

**Regrets:** Jim Stafford

**Public:** None

**1. CALL TO ORDER**

Chair Arn Berry called the meeting to order at approximately 9:17 am.

**2. APPROVAL OF AGENDA**

The agenda was amended to add an In Camera session, for the purpose of discussing a property matter involving legal issues.

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

**3. APPROVAL OF MINUTES**

**MOTION:** Moved by Michael Symons, seconded by Colin McLarty, to approve the July 24, 2014 Minutes. **CARRIED**

**4. DELEGATIONS**

None

**5. MAINTENANCE REPORT & DISCUSSIONS**

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

- trails: looking well-used this summer, with litter and also some trees down, so Symons has spent time cleaning and trimming;
- Mount Menzies: trees cleared from trail, and new bench installed;
- Tracey Road Ocean Access: BC Hydro installed large box and altered PIPRC trail on road access (alteration probably for the better, so no action required);
- signage: Symons starting to put up new PIPRC logo signs, and also installed new sign posts at Found Road and Welcome Bay, plus PIPRC "public parking"

signs on public roadway beside Peter Cove South Ocean Access and Plumper Way Ocean Viewpoint (with protestations from a neighbour in the latter case);

- Stuart/Moresby Ocean Viewpoint Trail: second steep bluff warning sign being made, and would be installed when finished; bench not easily moveable; no PIPRC consensus to do anything further, given CRD advice against assuming additional responsibility (e.g. by installing railings on steep bluffs);
- Boat Nook: new wire ties used to repair wire railing, until new wooden railing (which has taken a long time to design and prepare) could be installed in next couple of weeks (which would require temporary closing of trail);
- Enchanted Forest: non-slip mesh installed on new boardwalk sections (complimented by a PIPRC Commissioner);
- Welcome Bay: in addition to new signpost, new “deluxe” bench (with back) has been completed and would be installed in future;
- Lively Peak: unknown person changed trail (digging into hill and putting in a rock step), but this was unstable and not necessary, so it was removed;
- Bosun/Galleon: unknown person has developed a new trail leg to Ketch Road, including flagging with pink tape and cutting through downed trees (unauthorized trail leg useful and appeared to be on Park property, so PIPRC agreed for Symons to leave it, and add an arrow sign to remedy confusion);
- Bike racks: many cyclists securing and hiding bikes in creative ways, so Symons suggested identifying some key PIPRC sites for new bike racks, e.g. Oaks Bluff, Magic Lake Swim Hole, George Hill, Found Road, Stuart/Moresby (PIPRC agreed for Symons to research simple bike rack costs);
- Magic Lake Park Area: there was worsening of longstanding problem with private boats spreading out from designated boat storage area, including derelict boats (PIPRC agreed after discussion for Symons to move all boats out of designated area, and post a sign to the effect that “All boats must be placed in designated storage area and identified as to ownership, or they will be considered abandoned and moved to the PIPRC Shed on Ketch – email [penderparks@crd.bc.ca](mailto:penderparks@crd.bc.ca) for more info”; also agreed to have similar notice placed in Pender Post, to be drafted by Michael Symons);

David Howe and others noted the many positive comments being made about the great trail and park work being done by PIPRC Maintenance Contractor Ben Symons. Symons left the meeting at 9:51 am.

## 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  
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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 Michael Symons, seconded by John Chapman, that the In Camera Meeting be adjourned, and the PIPRC meeting be re-opened to the public. **CARRIED**

One property matter was discussed during the In Camera meeting.

## 8. CORRESPONDENCE – None

## 9. REPORTS

### 9.1 Chair's Report (Arn Berry) – None

### 9.2 Treasurer/Financial Report

Treasurer Rob Fenton had circulated the monthly summary from the Bookkeeper (to July 31), and he commented as follows: that the financial situation was fairly good, with a few items from the Parks budget overspent as of this month, but overall still a surplus; that the PIPRC request for increases to the mill rates for Parks and Recreation had received preliminary approval and would still need to be approved by the full CRD Board; and that the CRD now needed 2 motions providing more information about the intended budget allocations for the additional funds requested. In this regard, Arn Berry suggested that further PIPRC discussions should occur in future before making more specific spending decisions (e.g. whether to proceed with the building of a picnic shelter, or other significant structures).

**MOTION:** Moved by Rob Fenton, seconded by Michael Symons, that the PIPRC supports making the following changes to the Parks operational budget for 2015, in order to allocate the increased Parks mill rate that has been requested: increase Contract for Services by \$10,000; increase Parks Maintenance Expenses by \$10,000; and increase Supplies by \$5,000; for the purpose of improving the quality, accessibility, and usability of PIPRC trails and parks, and offsetting the increased costs of materials and supplies. **CARRIED**

**MOTION:** Moved by Rob Fenton, seconded by Michael Symons, that the PIPRC supports using the increased Recreation mill rate and 2015 Recreation budget that has been requested in order to better meet the recreation needs of our community, by more fully funding Recreation grant requests which currently exceed available funding. **CARRIED**

### 9.3 CRD Director Report

None

#### 9.4 Recreation Report

John Chapman reported that an updated 2014-15 Recreation funding application form was now on the webpage at [www.crd.bc.ca/penderparks](http://www.crd.bc.ca/penderparks) (with the help of David Howe's Assistant Melody Pender, and Zorah Staar). Staar noted that the Recreation subpage had some additional dates to be updated. In addition, she had located 4 different documentary sources relating to the Recreation funding guidelines to be applied by the PIPRC.

Michael Symons agreed to integrate the above documents into a one-page summary of Recreation funding guidelines, which could be applied by the PIPRC's Recreation subcommittee, and could also be made available to potential applicants through the PIPRC webpage and otherwise. The PIPRC further agreed that if the Recreation subcommittee needed it, Recorder Zorah Staar could be paid to provide some administrative assistance with the application consideration process.

Arn Berry noted that the Pender Islands Youth Sports Association had submitted an application for \$1,887 of Recreation funding for re-instatement of their annual insurance (a fairly urgent matter), but they had used the CRD grant-in-aid application form rather than the Recreation form. Berry would follow up with Gail Jamieson re: the proper form, and John Chapman would follow up with her re: general PIPRC referral information.

**MOTION:** Moved by Rob Fenton, seconded by Michael Symons, that the PIPRC approve a Recreation funding grant of \$1,887 to the Pender Islands Youth Sports Association for their required annual insurance for the Danny Martin Ball Park and the Disc Park, for which the Youth Sports Association will be required to submit an application on the appropriate form. **CARRIED**

#### 9.5 Communications Report

Regarding printing the revised PIPRC's Parks & Trails Guidebook, John Chapman was still trying to get a second quote (to follow up on the motion at the July PIPRC meeting). He was also making further revisions, and would report at the next meeting.

Zorah Staar had been putting copies of the Trail Map in the Driftwood kiosk, and she needed more (Commissioners could check on this too). Michael Symons suggested a Map holder at Hope Bay, and he would follow up.

#### 9.6 Volunteer Coordinator Report – None

#### 9.7 PIPRC Shed Report

Michael Symons reported that the PIPRC Shed on Ketch now had electrical power (after considerable work to get to this point). More outlets were to be installed, and Rob Fenton was asked to follow up about an unpaid invoice.

## 10. NEW / OTHER BUSINESS

### 10.1 Canadian Power & Sail Squadron Request

The local Canadian Power & Sail Squadron had submitted the existing PIPRC form, to request exclusive use of Thieves Bay Park for an annual picnic on September 6. The PIPRC did not oppose this use, but agreed that Arn Berry should confirm with the Squadron the number of people expected and if alcohol was involved, and also indicate that the use was for the picnic table area (i.e. not exclusively the whole park), and that they should clean up after. In addition, Michael Symons said that he would review the park use form in future, to see if it could be improved (e.g. to request more info).

### 10.2 Einar's Hill Bypass Trail Proposal by Moving Around Pender (MAP)

Further to the motion passed at the July 24, 2014 PIPRC meeting (re: the PIPRC agreeing to apply for Licenses of Occupation for MAP's proposed Einar's Hill Bypass Trail), John Chapman reported as follows: that the two Ministry of Transportation & Infrastructure (MOTI) route sections were actually a dedicated road and a gazetted road, so permit applications were required instead; that Mayne Island's analogous trail proposal had been chosen as the first route to receive CRD funding through the Experience the Gulf Islands project, so there was more time to work out Pender details; that John Chapman had sent an email to Simon Joslin of CRD Property Services, asking for advice. Joslin's response talked about slowing down and the importance of engaging with property owners, but it was unclear if this meant a suggestion for the PIPRC to delay applying for the Einar's Hill Bypass MOTI permits. David Howe said that he would ask Joslin and/or his new replacement (Stephen Henderson) for further clarification on this.

### 10.3 PIPRC Webpage

The PIPRC web pages beginning at [www.crd.bc.ca/penderparks](http://www.crd.bc.ca/penderparks) recently had a slight Recreation update (see 9.4 above), but various revisions were still needed or advisable. John Chapman had prepared a list of related suggestions on which he was now willing to follow up (inviting feedback from others and in communication with the CRD's website support staff).

### 10.4 PIPRC Office at Hope Bay

David Howe reported that the CRD no longer needed to rent the office at Hope Bay (shared with the Islands Trust), because the Southern Gulf Islands Economic Development Commission now had offices on Galiano, and the CRD had new offices at the Driftwood. Therefore, the sublease on this office space where 2 large PIPRC file cabinets were currently stored would end after April 15, 2015 (possibly sooner). These files could not be stored in the PIPRC Shed (unheated). David Howe would ask Melody Pender if there was room in the Driftwood CRD offices for PIPRC files. John Chapman noted that the PIPRC had previously shared office space

with the Islands Trust only (at the Driftwood), not also with the CRD Director.

**11. NEXT MEETING(S)**

The next meeting was scheduled for Thursday, September 18 (9:15 am, Community Hall Lounge).

**12. ADJOURNMENT**

**MOTION:** Moved by Rob Fenton, seconded by Michael Symons, that the meeting be adjourned at 12:31 pm. **CARRIED**