

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

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

**Regrets:** Jim Stafford, David Howe

**Public:** None

**1. CALL TO ORDER**

Chair Arn Berry called the meeting to order at approximately 9:28 am.

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

**MOTION:** Moved by Michael Symons, seconded by Colin McLarty, to approve the October 16, 2014 minutes. **CARRIED**

**4. DELEGATIONS (see also 6.1 below)**

Andrea Mills was present for the Community Hall / PIRAHA (Pender Island Recreation & Agricultural Hall Association). This was to provide the information required for PIPRC consideration of the Hall request for Recreation funding. Mills went through a spreadsheet of Hall bookings for the past year, and indicated what types of activity were involved. PIPRC Commissioners used this information to assess which Hall activities appeared to involve "Recreation services" as defined by the CRD. For example, the CRD guidelines stated that priority should be given to health improving, physical activity programs, which were participatory, good value, broad in appeal, and inclusive (see 9.4 below for further discussion). Andrea Mills left the meeting at 10:20 am.

**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:

- past month busy with a lot of leaf raking, cleaning up windfall, and trying to keep trails clear and passable;
- Oaks Bluff: new bike rack installed on concrete slab, with parking stop;

- Parking stops: Symons had poured and installed additional concrete parking stops at Stuart/Moresby parking area;
- Magic Lake Boats: boat area now cleaned up and boats returned to it (9 boats instead of previous 24); abandoned boats moved to PIPRC Shed; 2 boats stolen, 1 returned, and signs about this posted onsite and at Driftwood;
- Sandy Sievert Park: new handrail installed on top of old one;
- Boat Nook major: major repairs done, i.e. old wire and wood removed, new structure secured to old metal railings, other stairs refurbished and secured, etc.;
- Fire Hall/Disk Park: tree work done, trail re-routing in progress (out of stream);
- Bike racks: Symons suggested ordering more racks (for Vancouver pick-up);
- Year End Budget: almost all materials used up, and suggested to order more wood and materials in bulk before year-end (Symons to provide list);
- PIPRC Shed: tarp structure and junk had been removed, and Symons meeting Colin McLarty at Shed tomorrow (to discuss demolition work to come);
- Peter Cove South: 3 letters of complaint said location of PIPRC Public Parking sign encouraged parking that made it hard for people to walk past with a kayak (agreed that Michael Symons would draft and circulate a response, to explain that sign location was meant to prevent public/private parking conflicts);
- Thieves Bay abandoned trailers: Michael Symons to check with CRD Legal;
- No Smoking Signs: Michael Symons said that CRD Bylaw required such signs for every park, likely trails too (Symons would ask CRD for image-only signs).

Ben Symons left the meeting at 11:02 am.

## 6. PRIORITY ITEMS – None

### 6.1 Enchanted Forest Proposal (moved up from New Business)

Community member Mamie Hutt-Temoana (partner of Commissioner Rob Fenton) was present to discuss her written proposal to make the Enchanted Forest Park more “enchanted”, for the benefit of residents and visitors. This could be in a natural way, highlighting existing designs in the wood (e.g. that looked like a gnome), adding natural stone figures, involving Pender artists, adding signage that highlighted the above features, and more. An Islands Trust Fund representative was supportive, the CRD Director was willing to give a grant, and Hutt-Temoana was willing to do all the organizing. Chair Arn Berry noted the need to consider First Nations cultural issues, and said that the PIPRC would discuss the proposal further at a future meeting.

## 7. IN CAMERA ITEMS – None

## 8. CORRESPONDENCE – None

## 9. REPORTS

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

Arn Berry (and possibly John Chapman) would attend tomorrow's meeting of Gardom Dam water license holders, on behalf of the PIPRC.

### 9.2 Treasurer/Financial Report

Treasurer Rob Fenton had circulated the monthly financial summary from the Bookkeeper (to October 31, 2014), as well as year-end projections to December 31. He commented as follows: that Parks spending was in good shape overall; that after regular estimated expenses for November and December, it was projected that there would be a Parks surplus of about \$19,500; that \$9,500 of this was required to reprint the Parks Guidebook, and \$5,000 would be useful for purchase of wood and materials; that this would leave about \$5,000, which was potentially needed to finish the Shed renovations or could be used for more bike racks; that a capital update would be given next month; and that the PIPRC needed to submit a more detailed budget for 2015, which Fenton would draft for the next meeting

### 9.3 CRD Director Report

None

### 9.4 Recreation Report

Further to the initial Recreation funding motion passed last month, it was confirmed that the soccer application was actually by the Pender Island Soccer Club (for adults and teens) and not the Junior Mariners, but it was for field improvements that would benefit younger players as well.

**MOTION:** Moved by Michael Symons, seconded by John Chapman, that the Pender Islands Parks & Recreation Commission reverse the decision to grant \$1,200 to the Pender Island Mariners Junior Soccer, and instead approve Recreation funding of \$1,200 to the Pender Island Soccer Club.

**CARRIED**

The PIPRC discussed information now provided by the Community Hall for their Recreation funding application (see 4. above). This was difficult because the written information was based on Hall revenues, and did not confirm the groups or proportion of Hall use involving Recreation services, as compared with other important Hall services to the community. During the meeting, time was spent by the PIPRC to go through the Hall revenue spreadsheet and estimate Recreation vs. non-Recreation Hall hours of use.

It was ultimately decided to multiply the estimated total Hall expenses for a year (\$50,000) by a percentage equal to the estimated Recreation hours over total hours booked. The PIPRC was satisfied that at least 36% percent of Hall use appeared to be for Recreation services (as defined by CRD guidelines), therefore this percentage of the total Hall expenses was felt to be an appropriate Recreation funding amount (i.e. 36% of \$50,000 = \$18,000). However, PIPRC Commissioners expressed concern that the Hall needed to provide better information next year, to demonstrate their compliance with Recreation funding requirements. In addition, perhaps there was a better mechanism to support the important role of the Community Hall.

**MOTION:** Moved by Michael Symons, seconded by John Chapman, that the Pender Islands Parks & Recreation Commission approve Recreation funding of \$18,000 to the Pender Island Recreation & Agricultural Hall Association.

**CARRIED**

**MOTION:** Moved by Michael Symons, seconded by Colin McLarty, that the Pender Islands Parks & Recreation Commission (PIPRC) send a letter to the Pender Island Recreation & Agricultural Hall Association (PIRAHA), requesting that they meet with PIPRC and Capital Regional District (CRD) representatives within 3 months, to review PIRAHA funding mechanisms.

**CARRIED**

## 9.5 Communications Report

Regarding printing of the updated PIPRC Guidebook, John Chapman had circulated the new cover, 116-page revised Guidebook (with pictures), and updated PIPRC Trail Map to be folded and inserted in a Guidebook pocket. PIPRC Commissioners expressed great thanks to Chapman and also Ben Symons and Rowie Symons for their fine work on this major project. There had been a previous motion to print 2,000 Guidebooks (to sell as in the past). The updated PIPRC Trail Map also needed reprinting (2,000 for Guidebook insertion, and 2,000 for independent distribution).

**MOTION:** Moved by Michael Symons, seconded by Rob Fenton, that the PIPRC purchase printing of 4,000 PIPRC Trail Maps from Fotoprint, for a cost of up to \$1,000 plus tax and delivery.

**CARRIED**

Further re: communications, Jim Stafford had written a Pender Post article for this month, and a volunteer was invited for next month's article.

## 9.6 Commonality Report

Four PIPRC Commissioners had attended the October 22 Parks & Recreation Commonality Meeting on Saturna. Many Commissioner and common Commission issues were usefully discussed.

## 9.7 Volunteer Coordinator Report – None

9.8 PIPRC Shed Report – see 5. above (Maintenance Report)

## 10. NEW / OTHER BUSINESS

10.1 Enchanted Forest Proposal (see 6.1 above)

10.2 PIPRC Office/Storage Space

As of December 31, the CRD was ending their lease of the Hope Bay office shared with the Islands Trust. The PIPRC had filing cabinets and other materials stored there, and would need to move them as of December 31 or make other arrangements. Chair Arn Berry agreed to confirm with the CRD if the Islands Trust was still remaining in the office. Zorah Staar agreed (for compensation) to cull the PIPRC files to remove the significant amount of material that was no longer relevant. The PIPRC preference was to move PIPRC files to the new CRD office at the Driftwood Centre. Michael Symons offered to inquire about this, and also to help cull materials.

## 11. NEXT MEETING

The next meeting was scheduled for Thursday, December 18, 2014 (9:15 am, Community Hall Lounge). It was agreed to go for a Christmas lunch afterwards.

## 12. ADJOURNMENT

**MOTION:** Moved by Michael Symons, seconded by Rob Fenton, that the meeting be adjourned at 1:07 pm. **CARRIED**