

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of Monthly Meeting**  
**Thursday, December 18, 2014 (9:15 am)**  
**Community Hall Lounge, North Pender Island**

**Present:** Arn Berry, John Chapman, Jim Pugh, Colin McLarty, Michael Symons, Paul LeBlond (Alternate CRD Director), Ben Symons (PIPRC Contractor), and Zorah Staar (PIPRC Recorder), and the PIPRC Bookkeeper (for item 9.2)

**Regrets:** Rob Fenton, Jim Stafford

**Public:** None

**1. CALL TO ORDER**

Chair Arn Berry called the meeting to order at 9:19 am, and Paul LeBlond was welcomed (as the new Alternate CRD Director for the Southern Gulf Islands).

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

**MOTION:** Moved by Michael Symons, seconded by Jim Pugh, to approve the November 20, 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:

- Symons has been busy with general maintenance and upkeep of trails and parks (including clearing from storms and weather);
- Boat Nook: new hand rail and other work all done now;
- PIPRC Shed: required demolition work completed, still some clean-up, waste and recycling to handle (including drywall), plus a load of fill needed for follow-up; recommended Shed improvements are to install a new entrance door, install a small roof (with support for sliding door), plus whole building should be re-sided (PIPRC agreed to order fill, ask Symons to price new door; water storage tank suggested as well; PIPRC site visit to occur in new year – see also 9.7 below);

**MOTION:** Moved by Michael Symons, seconded by John Chapman, that the PIPRC approve expending up to \$500 for a load of fill, as part of the PIPRC Shed demolition/remediation work. **CARRIED**

- Thieves Bay: new sign post installed, anti-butter burr efforts to continue, much of a PIPRC pile of chips stolen, plus 2 large boat trailers still blocking parking lot, despite sign prohibiting parking over 72 hours, or towing at owner's expense (Michael Symons checked with Stephen Henderson of CRD, who said that there is no specific CRD Bylaw on this point, but towing was not precluded; PIPRC agreed by consensus to ask Ben Symons to put a notice on trailers with a 2-day deadline for removal, and then ask Chris Vernon to tow them);
- Lilias Spalding Park: old tree split in half, and one section about to fall; a lot of brush needed to be gathered and chipped (PIPRC agreed to have Symons remove the tree section that was about to fall, and to get a quote for chipping);
- Craddock/Gowlland: adjacent tractor work damaged trail slightly (repaired);
- Stuart/Moresby Ocean Access: large tree felled near trailhead (by Hydro?), and now wood has been taken away from trail area, by an unknown person;
- Pecos Road Ocean Access: someone cut off a tree next to staircase, possibly to improve a view (agreed for Symons to post sign to address this);
- Capstan/Rope Trail: tent from neighbours blew down, blocked trail, so Symons moved it and spoke with property manager (John Chapman will follow-up);
- Materials/Equipment: as directed, Ben Symons purchased wood/materials required for boardwalks and future work, plus 2 fire extinguishers for Shed;
- Peter Cove South Ocean Access: parking near trailhead will not generally block kayak access (although it may occasionally); other parking site also caused complaints; PIPRC file shows history of competing resident demands; Michael Symons will request license and finalize letter to latest complainants;
- No Smoking Signs: Michael Symons asked for logo-only signs from CRD (not available), so small signs with logo plus printing were ordered, as required.

Ben Symons left the meeting at 10:14 am.

## 6. PRIORITY ITEMS – None

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

Two personnel matters and one property/legal matter were discussed during the In Camera meeting.

## 8. CORRESPONDENCE – None

## 9. REPORTS

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

Arn Berry said that the CRD wanted to invite all local Commissioners (Parks & Recreation and more) to a meeting in Victoria. Berry would circulate the CRD's suggested dates.

Secondly, Arn Berry confirmed that he and John Chapman had attended a November 21, 2014 meeting of the Gardom Pond water license holders, along with CRD reps (see also December 18 In Camera PIPRC minutes). This meeting was to discuss whether to remediate or remove the Gardom Pond and Dam. In addition to existing engineering reports and estimates, water license holder and original builder Norman Twa now proposed other less expensive ideas to lower the water level of the overflow and pond, which the engineers were now going to consider. In addition, the water license holders expressed support for using the \$50,000 of available Gas Tax Funds towards repairing the lower pipes of the Gardom Dam (as required by provincial Dam Safety). This would hopefully allow time for further stakeholder negotiations.

Thirdly, Arn Berry confirmed that the PIPRC Commissioners whose terms were up included Rob Fenton and Jim Stafford (willing to be re-appointed) and Jim Pugh (withdrawing at this time). Big thanks were expressed to Pugh for his years of service, especially re: Pender recreational activities.

### 9.2 Treasurer/Financial Report

The PIPC Bookkeeper was present in the place of Treasurer Rob Fenton, who was unavailable. The PIPRC had received the financial summaries to November 30, projected expenditure and surplus amounts as of December 31, 2014 and a draft 2015 Parks operating budget (prepared by the Treasurer in consultation with others). The PIPRC Bookkeeper confirmed that the remaining balances in the PIPRC's Parks operating budget and also the PIPRC Recreation budget were both expected to be minimal as of December 31, 2014. In addition, the PIPRC Bookkeeper and Treasurer had prepared the draft 2015 Parks operating budget as required by the CRD, with suggested increases based on 2014 actual expenditures and 2015 projected needs. Now the CRD required year-end financial motions (see next page).

**MOTION:** Moved by Arn Berry, seconded by Michael Symons, that the Pender Islands Parks & Recreation Commission (PIPRC) remaining balance in the 2014 Parks operating budget as of December 31, 2014 be carried forward into the 2015 Parks operating budget. **CARRIED**

**MOTION:** Moved by Michael Symons, seconded by Arn Berry, that the Pender Islands Parks & Recreation Commission (PIPRC) remaining balance in the Recreation budget as of December 31, 2014 be transferred to the PIPRC Capital Reserve Fund. **CARRIED**

**MOTION:** Moved by Michael Symons, seconded by Paul LeBlond, that the Pender Islands Parks & Recreation Commission (PIPRC) approve a 2015 Parks operating budget of \$107,720, as drafted and submitted by PIPRC Treasurer Rob Fenton. **CARRIED**

The PIPRC Bookkeeper also confirmed that she had PIPRC financial records from the past year and a half. These could be delivered to the PIPRC's central file storage, once this location was confirmed (see 10.1).

### 9.3 CRD Director Report

New Alternate CRD Director Paul LeBlond was welcomed, and had no report.

### 9.4 Recreation Report

Arn Berry said that he had passed on to PIRAHA (the Community Hall) the November 20 PIPRC motion requesting a meeting within 3 months, to review PIRAHA funding mechanisms. There was no response yet. Also, there was agreement that John Chapman could have the 2014 Recreation funding recipients posted on the website ([www.crd.bc.ca/penderparks](http://www.crd.bc.ca/penderparks)).

### 9.5 Communications Report

John Chapman reported that the updated PIPRC Guidebook was now in printing, and could be available by January 7. In addition, the new PIPRC Trail Maps had been ordered, and would need volunteer folding in future. There would be no Pender Post article submitted this month [subsequent to the meeting, Commissioner Jim Stafford prepared and submitted an article for publication].

### 9.6 Volunteer Coordinator Report

Michael Symons suggested future review of the volunteer Trail Monitor program, which was difficult to maintain. It could be sufficient to have regular inspections by the PIPRC Maintenance Contractor, together with encouraging all community members to submit informal reports when appropriate.

### 9.7 PIPRC Shed Report – see 5. above (Maintenance Report) and also below

It was further noted that the PIPRC Shed's electrical junction box needed some attention, and a switch needed to be moved in order to accommodate the new door. Therefore, the PIPRC agreed by consensus to pay electrician Brent Kirby for additional services.

## 10. NEW / OTHER BUSINESS

### 10.1 PIPRC Office/Storage Space

Arn Berry reported that although the CRD lease on the PIPRC's Hope Bay office was expiring on December 31, 2014, the Islands Trust was still in negotiations to retain this office, and could potentially allow PIPRC files to remain there if desired (presumably for a rental fee). There was no immediate need to move. Meanwhile Michael Symons had learned that the CRD offices at the Driftwood Centre (for Building Inspection and other CRD staff) were open 8 am to noon, 4 or 5 days per week. Accessibility and cost were issues to consider. More information needed to be gathered.

### 10.2 Enchanted Forest Proposal

The PIPRC discussed the Enchanted Forest proposal presented on November 20 by community member Mamie Hutt-Temoana, which involved adding features to this PIPRC park (e.g. wood designs, figures of stone), to make it more "enchanted" for local/visiting children and adults. There was some support for considering this, assuming that natural-oriented features were involved. However, there was also a suggestion for the PIPRC to consult with local First Nations representatives, about including features that reflected their heritage and presence on Pender. In addition, there was a suggestion to find out more about the Islands Trust Fund position, given their protective covenant on the Enchanted Forest.

## 11. NEXT MEETING

The next meeting was scheduled for Thursday, January 15, 2015 (9:15 am, Community Hall Lounge).

## 12. ADJOURNMENT

**MOTION:** Moved by Michael Symons, seconded by Rob Fenton, that the meeting be adjourned at 12:25 pm. **CARRIED**

Note: The meeting was followed by an informal PIPRC Christmas lunch.