

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of Monthly Meeting**  
**Saturday, December 12, 2015 (10:00 am)**  
**CRD office at Hope Bay Centre, North Pender Island**

**Present:** Michael Symons, John Chapman, Rob Fenton, Arn Berry, Peter Pare, Ben Symons (PIPRC Contractor), and Shannon Brayford (PIPRC Recorder)

**Regrets:** David Howe

**Public:** None.

**1. CALL TO ORDER**

Chair Michael Symons called the meeting to order at 10:04 am.

**2. APPROVAL OF AGENDA**

The agenda was approved by general consent.

**3. DELEGATIONS**

None

**4. APPROVAL OF MINUTES**

**4.1 Minutes of Friday, November 27, 2015 Meeting**

The following amendments were discussed:

- Replace “Craddock Downland” with “Craddock Gowland Loop Trail” under Item 5.1.
- Note general consent to approve the creation and installation of park benches under Item 5.1.
- Revise Item 7.1 to read “...had indicated that he would discuss the issue at the MLPOS meeting for a possible joint venture at a later date.”

**MOTION:** Moved by Rob Fenton, seconded by John Chapman, to approve the November 27, 2015 PIPRC minutes as amended. **CARRIED**

**5. MAINTENANCE REPORT & DISCUSSIONS**

**5.1 Maintenance Contractor’s Report**

PIPRC Maintenance Contractor Ben Symons provided the following update:

- A new handrail and set of non-slip steps have been installed at Starvation Bay.
- The benches for various parks in Magic Lake area are in the finishing process.
- The discussed materials order has been placed and information provided to PIPRC treasurer.

- The necessary materials for Irene Bay are not available at the local hardware store, but this has been accommodated for in the materials order.
- LP Smart Panel is best option for the maintenance shed siding.

A discussion was held regarding the panel siding. There was general consensus that Ben Symons would obtain additional bids for the labour costs, but would purchase the materials before the end of the year.

**MOTION:** Moved by Rob Fenton, seconded by Peter Pare, that Ben Symons be authorized to purchase fifty-one sheets of LP Smart Panel siding (4x8 sheets at \$51/sheet) and required flashing for a maximum cost of \$3000.00 including taxes and delivery. **CARRIED**

## 6. PRIORITY ITEMS

### 6.1 Selection and Prioritization of Capital Budget Items

Chair Symons provided an overview of potential accessibility improvements at various sites, including specific recommendations from community member Tim Frick. A discussion was held regarding each of the sites and it was decided that these locations would be considered again under Item 6.2.

Note: Contractor Ben Symons left the meeting at 10:55 am.

### 6.2 Allocation of Capital Funds

A discussion was held regarding the Capital Budget, the Capital Reserve, and the values of each. Chair Symons read a correspondence from Peggie Dayton of the Capital Regional District (CRD) outlining the guidelines for the allocation of these funds.

Chair Symons reviewed a list of possible permanent installations and a discussion was held. There was general consensus that desirable projects would include a dock at Magic Lake, a picnic structure and play structure at Thieves Bay, binoculars at various lookouts, and additional outhouses in various locations.

The accessibility improvements discussed under Item 6.1 were revisited and it was agreed that priority locations include Thieves Bay, Shingle Bay, Gowland Point, Bridges Road, the Enchanted Forest, and Boat Nook. It was estimated that the total cost of these improvements would be approximately \$36,000 over five years.

A discussion was held regarding the allocation of funds for trail improvements, including road side trails.

**MOTION:** Moved by Rob Fenton, seconded by John Chapman, that Pender Island Parks and Recreation Commission allocate capital expenditures as follows: \$5,000 per year over five years for trail improvements; \$7,200 per year over five years for accessibility improvements; in 2016, \$25,000 for

picnic shelter, \$3,000 for play structure, \$500 for binoculars, and \$5,000 for outhouses; and in 2017, \$25,000 for picnic shelter and \$2,000 for Magic Lake Picnic Area Dock. **CARRIED**

Rob Fenton noted that \$11,040 remaining from the cost of the trail books has been left in suspension. There was general consensus that Rob Fenton would ask for these funds to be moved to the Capital Reserve Fund with reference to a motion as such made at a previous meeting.

Note: A break was held from 12:04 until 12:15 and Rob Fenton left the meeting at this time.

## 7. IN CAMERA

**MOTION:** Moved by Arn Berry, seconded by Peter Pare, that the meeting be closed to the public for the purpose of approving past in-camera minutes, and discussing personnel and/or property matters, and further that Recorder Shannon Brayford remain present. **CARRIED**

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

**MOTION:** Moved by Peter Pare, seconded by Arn Berry, that the in-camera meeting be adjourned, and the PIPRC meeting re-opened to the public. **CARRIED**

## 8. CORRESPONDENCE

### 8.1 Re: Pender Ocean Defenders (POD)

Chair Symons shared a card from POD which thanked PIPRC for installing the Whale Trail Signs.

### 8.2 Re: Lantern Festival

Chair Symons reported on a request received from Jasmin Dine to relocate and use the Magic Lake dock for the annual Lantern Festival. A discussion was held regarding past use of the dock and the involvement of maintenance contractor Ben Symons in the process. There was general consensus that Ben Symons would be approved to spend the time undocking and re-docking in order to protect the PIPRC property.

## 9. REPORTS

### 9.1 Chairperson's Report

None.

### 9.2 Treasurer's Report

None.

**9.3 Capital Regional District (CRD) Director's Report**

None.

**9.4 Recreation Report**

Recreation grants have been sent and many groups have sent notes of thanks.

**9.5 Communications Report**

There was consensus that Peter Pare will submit the next meeting date to the Pender Post.

**9.6 Volunteer Coordinator**

None.

**10. NEW BUSINESS**

**10.1 Trail Guides**

It was noted that Tru Value does not have the guides on display. There was general consensus that Chair Symons should ask Rob Fenton to request that the bookkeeper speak to the store.

**11. NEXT PIPRC MEETING**

Scheduled for Friday, January 22, 2015 (9:30 am), in Hope Bay CRD Office.

**12. ADJOURNMENT**

**MOTION:** Moved by Peter Pare, seconded by John Chapman, to adjourn the meeting at 1:25 pm. **CARRIED**