

**PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)**  
**Minutes of Monthly Meeting**  
**Friday, January 22, 2016 (9:30 am)**  
**CRD office at Hope Bay Centre, North Pender Island**

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

**Regrets:** David Howe, Susan Parr, Rob Fenton

**Public:** None.

## **1. CALL TO ORDER**

A discussion was held regarding incoming Commissioners and the compilation of a quorum. There was general consensus that without confirmation of their appointment, the requirement of a quorum was satisfied with the two current members. It was also agreed that all motions would be deferred to a future meeting.

Chair Michael Symons called the meeting to order at 9:50 am.

## **2. APPROVAL OF AGENDA**

John Chapman requested the addition of an item, "Discussion of in camera minutes".

The agenda, as amended, was approved by general consent.

## **3. DELEGATIONS**

None

## **4. APPROVAL OF MINUTES**

### **4.1 Minutes of Saturday, December 12, 2015 Meeting**

The minutes of December 12, 2015 were reviewed and there was general consensus that no amendments would be required. It was noted that a formal motion to approve the minutes would be postponed to the next meeting.

## **5. MAINTENANCE REPORT & DISCUSSIONS**

### **5.1 Maintenance Contractor's Report**

PIPRC Maintenance Contractor Ben Symons provided the following update:

- Trails are continuing to be maintained following storms.
- Materials discussed at last meeting have been ordered.

- Liliias Spalding was re-roofed after wind damage and signs noting broken glass and ceramics were posted.
- Fallen tree damage to Capstan boardwalk required repair and it was an opportunity to improve the boardwalk.
- Lively Peak bench was replaced and a recommendation to improve the entrance was made.
- Work on Enchanted Forest's additional trail has begun.
- Magic Lake dock was moved for the Lantern Festival and at the time it was noted that one anchor is missing.
- Benches for various locations in Magic Lake are complete and now require concrete footings.
- Materials for stair improvement at Irene Bay have been acquired.

A discussion was held regarding the potential of introducing an outhouse in the Enchanted Forest. John Chapman reported that trail widening and outhouses require an application to the Island Trust Fund as they are not covered in the current covenant. He further remarked that an archeological review might be required. Contractor Ben Symons noted that the water table is currently at a high point, making it an ideal time to evaluate potential sites.

John Chapman reported that he had received the requirements for Mobility Accessible outhouses from CRD Regional Parks Maintenance. A discussion was held regarding the accessibility of the trail.

## **6. PRIORITY ITEMS**

### **6.1 Prioritize and Sequence Capital Improvement Projects**

A discussion was held regarding the play structure at Thieves Bay and the binocular stations. There was general consensus to request Contractor Ben Symons to begin researching binoculars to purchase and the station's construction.

A discussion was held regarding the creation of a diagram on the station that would label the landforms in view.

A discussion was held regarding the improvements at Thieves Bay. It was noted that the picnic shelter would require a request for proposals for design. Chair Symons noted that past attempts to build a picnic structure at the site met some resistance from the community. He further remarked that he spoke to the president of Magic Lake Property Owners Society (MLPOS) and had indicated that he would be willing to attend their February meeting to present the preliminary idea.

There was general consensus that Chair Symons should represent PIPRC at the February MLPOS meeting.

Chair Symons noted that he had also discussed the Magic Lake Dock and the Boat Ramp with the MLPOS president. He reported that MLPOS does not have authority over Magic Lake and that while they support the idea of

an improved boat ramp at Thieves Bay, they would not be able contribute financially to the project.

A discussion was held regarding proposed accessibility improvements at Thieves Bay and Shingle Bay. Contractor Ben Symons remarked that laying the trail material could require additional contractors. There was general consensus that the Commission would conduct a site visit. John Chapman noted that the Commission had previously agreed to conduct a site visit to Lot 66. It was agreed that this could be conducted at the same time.

Contractor Ben Symons provided an overview of possible accessibility improvements at Bridges Road and Gowlland Point. A discussion was held regarding whether an archeological review would be required for Gowlland Point. It was further noted that the Licence of Occupation at Gowlland Point should be reviewed to ensure that the improvements are consistent with its terms.

Contractor Ben Symons remarked that he could return with a proposal for Boat Nook and that the site's improvements might require additional machinery. There was general consensus to add Boat Nook to the planned day of site visits.

Note: Contractor Ben Symons left the meeting at 10:39 am.

## **7. IN CAMERA**

A discussion was held regarding the occasional need for motions that have been made In Camera to be available for distribution. There was general consensus that including a Rise and Report following the In Camera portion of each meeting would provide the best solution.

A general discussion was held regarding the storage and security of the minutes. There was general consensus that the minutes' filing cabinet should remain locked.

A discussion was held and there was consent to move the In Camera portion to the end of the meeting.

## **8. CORRESPONDENCE**

### **8.1 Re: Jill Ilsley**

Chair Symons shared a card from Jill Ilsley. The note offered thanks for the funding provided for the PIPRC's Christmas Bird Count for Kids.

## **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**

Peter Pare remarked that the criteria for funding was being reviewed and Chair Symons noted that he would send a copy of the current criteria.

John Chapman reported that the list of recipients has been updated on the website.

## **9.5 Communications Report**

Peter Pare reported that he had submitted a Pender Post article regarding the recreation awards and that the vacancy for the position of minute taker had been advertised.

A discussion was held regarding the upcoming article and there was consensus that the article would include a general announcement of the upcoming Capital Improvement, including:

- Improved access for mobility impaired to trails and look outs.
- Picnic shelter
- Improved outhouses
- Trail development

## **9.6 Volunteer Coordinator**

Chair Symons noted that the position of Volunteer Coordinator was now vacant.

A discussion was held regarding the position and there was general consensus to discuss the position and the need to improve its structure at the next meeting.

## **10. NEW BUSINESS**

### **10.1 Commission Vacancies**

It was noted that there is still one remaining vacancy on the Commission.

## **11. NEXT PIPRC MEETING**

Scheduled for Friday, February 19, 2016 (9:30 am), in Hope Bay CRD Office.

## **12. IN CAMERA**

It was agreed by consent 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.

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

Note: Rob Burnett left the meeting at 11:10 am.

It was agreed by consent that the in-camera meeting be adjourned, and the PIPRC meeting re-opened to the public.

## **13. ADJOURNMENT**

The meeting was adjourned at 11:43 am.