

PENDER ISLANDS PARKS & RECREATION COMMISSION (PIPRC)
Minutes of Monthly Meeting
Friday, February 19, 2016 (9:30 am)
CRD office at Hope Bay Centre, North Pender Island

Present: Michael Symons, John Chapman, Rob Burnett, Peter Pare, Rob Fenton, Arnie Alksne, and Shannon Brayford (PIPRC Recorder)

Regrets: David Howe, Susan Parr, Ben Symons (PIPRC Contractor),

Public: None.

1. CALL TO ORDER

Chair Michael Symons called the meeting to order at 9:35 am.

2. APPROVAL OF AGENDA

Chair Symons recommended the following changes:

- Add Item 3 Election of Officers
- Add Item 6, New Commissioner Orientation

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

3. ELECTION OF OFFICERS

Chair Symons noted that the Commission required an election for a Chair, Vice Chair, and Treasurer. He provided an overview of the process.

The Recorder made three calls for nominations of the position of Chair. On the first call Rob Burnett nominated Michael Symons. Michael Symons accepted the nomination. No other nominations were made.

Michael Symons was elected to the office of PIPRC Chair by acclamation.

The Recorder made three calls for nominations of the position of Vice-Chair. On the first call Peter Pare nominated John Chapman. John Chapman accepted the nomination. No other nominations were made.

John Chapman was elected to the office of PIPRC Vice-Chair by acclamation.

The Recorder made three calls for nominations of the position of Treasurer. On the first call John Chapman nominated Rob Fenton. Rob Fenton accepted the nomination. No other nominations were made.

Rob Fenton was elected to the office of PIPRC Treasurer by acclamation.

4. DELEGATIONS

None.

5. APPROVAL OF MINUTES

5.1 Minutes of Saturday, December 12, 2015 Meeting

Rob Fenton provided an overview of the financial process for the budget of the PIPRC. A discussion of the motion in Item 6.2 was held and Rob Fenton reported on the response from the CRD in regards to PIPRC's financial allocations. It was noted that the total amount is in excess of the amount available.

Rob Fenton noted that the 2017 allocation of \$25,000 for the picnic shelter should be removed from the allocation. There was general consensus that this would be discussed separate from the discussion of the minutes.

Rob Fenton recommended the Motion in 6.2 be revised, replacing "\$12,000" with "\$7,200".

MOTION: Moved by Peter Pare, seconded by Rob Fenton, to approve the minutes of Saturday, December 12, 2015, as amended. **CARRIED**

5.2 Minutes of Friday, January 22, 2016 Meeting

The following corrections were noted:

- Misspellings of "Gowlland Point" (item 6.1) and "Lively Peak" (item 5.1)
- Item 5.1, addition of "was made" to the sentence discussing the Lively Peak benches.

MOTION: Moved by Peter Pare, seconded by John Chapman, to approve the minutes of Friday, January 22, 2016, as amended. **CARRIED**

6. MAINTENANCE REPORT & DISCUSSIONS

6.1 Maintenance Contractor's Report

Maintenance Contractor Ben Symons sends his regrets and will provide a full report next month.

6.2 Dog Litter Stations

John Chapman reported that Maintenance Contractor Ben Symons had noted that the bags in the stations are not being restocked regularly. There was general consensus that John Chapman should speak with Anne Burdett about the matter.

7. NEW COMMISSIONER ORIENTATION

Chair Symons provided an orientation and other Commissioners offered supporting information. The discussion included the following points:

- Key points in Commissioner Handbook

- Overview of the meeting structure and process for noticing and minutes.
- CRD paper on bias and conflict of interest for Commissioners and situations in which Commissioners might recuse themselves from discussions and votes.
- Confidentiality and in-camera meetings
- PIPRC's role in purchasing recreational services.
- PIPRC's maintenance contracts.
- The Commission's property interests and their forms.
- Commonality Meetings, noting that this Commission was scheduled to hold the upcoming meeting.

A brief discussion was held regarding the upcoming Commonality Meeting location, caterers, guest speaker, and field trip options. It was agreed that the topic would be discussed at the next meeting and Chair Symons asked the Recorder to check Community Hall availability for April 21, 2016 and May 5, 2016.

8. CAPITAL IMPROVEMENT PROJECTS

Chair Symons provided an overview of the Commission's approved projects as follows:

- Binoculars.
- Picnic shelter
- Improvements at Thieves Bay and Shingle Bay

8.1 Picnic Shelter

Chair Symons reported that he had requested and received an informal estimate of approximately \$1500 for the cost of having a set of plans created for the picnic shelter, including engineering review.

A discussion was held regarding the picnic shelter's general requirements. There was general consensus that it should:

- Be large enough to shelter six picnic tables.
- Include a work surface for a kitchen.
- Include solar and battery power rather than power lines.
- Possibly include a lockable space (such as cupboards) that accept a pad-lock.
- Include a creative historical aspect and/or First Nation's reference.

A discussion was held regarding whether neighbour outreach or solicitation of design proposals should be the next step. There was general consensus that neighbour outreach would be completed first and ideally by the next PIPRC meeting.

Chair Symons reported that the Magic Lake Property Owner's Society (MLPOS) had not accepted his offer to present information about the picnic shelter at their meeting.

There was general consensus that Chair Symons would draft an official letter and John Chapman, Rob Fenton, and Rob Burnett would deliver the letter door-to-door.

8.2 Binoculars

Chair Symons noted that Maintenance Contractor Ben Symons, who had sent his regrets, would provide a recommendation regarding the binocular purchase and stand designs.

8.3 Trail Improvements to Thieves Bay and Shingle Bay

A discussion was held regarding the field at Thieves Bay requiring re-contouring for better drainage. John Chapman noted that he was awaiting an informal estimate from Ron Henshaw. There was general consensus that John Chapman should seek an informal estimate from Bachmeier Brothers as well.

A discussion was held regarding 3 to 4 foot wide packed-pad trails at Thieves Bay and Shingle Bay that would accommodate mobility assistance devices such as walkers and wheelchairs. There was general consensus that Maintenance Contractor Ben Symons should be directed to request informal recommendations and estimates from known contractors and report back to the Commission at the next meeting.

A discussion was held regarding whether informal estimates or formal bids should be sought. There was general consensus that Peter Pare would also put a notice in the next Pender Post.

Note: A break was taken between 11:18 am and 11:34 am.

9. IN CAMERA

MOTION: Moved by John Chapman, 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 John Chapman, that the In Camera Meeting be adjourned, and the PIPRC meeting re-opened to the public. **CARRIED**

10. CORRESPONDENCE

10.1 Re: Jane Deschenes

Chair Symons reported that a resident had written stating that following a recent survey it was discovered that a PIPRC trail encroaches on her property. He noted that he had responded to the correspondence and that he and the Maintenance Contractor were intending to meet with her.

10.2 Re: Pender Island Conservancy Association (PICA)

John Chapman reported that PICA had expressed concern regarding trailer launches at Mortimer Spit given the fragile habitat of forager fish. He further noted that PICA would like signage to inform the public of the area's sensitivity and request that they respect the area.

A discussion was held regarding the options for protecting the area, including limiting trailer launches. There was general consensus that the sign PICA recommended should be posted and that it should also include a request that trailer launches not take place and if they do, that they be limited to a particular space. It was agreed that the site would be added to the upcoming site visits.

11. Reports

11.1 Chair's Report

No additional comments.

11.2 Treasurer's Report

Rob Fenton referred to a circulated report and noted that the report contained two recommended motions. He provided an overview of the background for the first recommended motion.

MOTION: Moved by Peter Pare, seconded by Rob Fenton, that Pender Islands Parks and Recreation Commission reallocate \$9450.00 from expense account number: 515150 Printing and transfer \$5000.00 to expense account number: 53600 Parks Maintenance Expense, and transfer \$4450.00 to expense account number: 599200 Contingency.. **CARRIED**

Rob Fenton provided an overview of the second proposed motion. A discussion was held regarding the funds remaining in a fund allocated to Gardom Pond.

MOTION: Moved by Peter Pare, seconded by John Chapman, that Pender Islands Parks and Recreation Commission reallocate \$20,328.00 from the Capital Project fund which represents \$13,993.00 from Gardom Dam Project and \$6,335.00 from other completed projects and move it back into the Capital Reserve Fund. **CARRIED**

11.3 Capital Regional District (CRD) Director's Report

None.

11.4 Recreation Report

None

11.5 Communications Report

Noted that the Pender Post article had been approved.

11.6 Volunteer Coordinator

General consensus that discussion of this position would be on the agenda for the next meeting.

12. NEW BUSINESS

None.

13. NEXT PIPRC MEETING

A discussion was held regarding the meeting date

Scheduled for Thursday, March 17th, 2016 (9:30 am).

It was noted that the preferred location, the Driftwood CRD Office, may not offer a private location for the in-camera meeting. The Recorder was directed to investigate this and book an alternate space if required.

14. ADJOURNMENT

The meeting was adjourned at 1:16 pm.