



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission for September 10, 2020 beside the Mayne Island Community Library

---

**Present:** Debra Bell (Chair)      Peter Askin (Vice Chair)      Veronica Euper  
Kris Sigurdson      Lance Shook      Trisha Glatthaar

**Absent:** David Howe, Director, CRD, Southern Gulf Islands

**Guests:** Presentation by Doug and Leslie Peers, Mayne Island Pickleball Club

The meeting was called to order 3:00 pm

### 1. Territorial Acknowledgement

Commissioner Glatthaar gratefully acknowledged the meeting was held on the traditional land of the Coast Salish people and that their ancient homeland at Miners Bay remains a sacred place where they come to pray and sing.

### 2. Approval of Agenda

- 2.1. Additions to Agenda
- 2.2. Deletions to Agenda

**MOVED** by Commissioner Shook and **SECONDED** by Commissioner Euper,  
That the agenda be approved as circulated.  
**CARRIED**

### 3. Adoption of Minutes of August 13, 2020

**MOVED** by Commissioner Euper and **SECONDED** by Commissioner Sigurdson,  
That the minutes of August 13, 2020 be adopted as circulated.  
**CARRIED**

### 4. Chair's Remarks

Commissioner Bell requested that reports be brief if written reports need no further elaboration.

### 5. Presentations/Delegations

- Doug and Leslie Peers, Mayne Island Pickleball Club, thanked MIPRC for the club's start up grant and reported the club has quickly grown to 90 people.
- They presented on their challenges to find an appropriate site for a pickleball court and asked MIPRC to consider the proposed volleyball site at Dinner Bay Park.
- An asphalt surface is required, therefore, fundraising would be necessary.

**ADOPTED**

- The plans for the circuit track route would not be affected.
- The Mayne Island School, the Tennis Association and the Community Centre had been approached and are not able to accommodate the club's space requirements at this time.
- Discussed the cost to build a court based on information from other districts and projections on what would be required to complete construction.
- The Club agreed to send an email for inclusion in an upcoming MIPRC agenda.

The Pickleball Club representatives left the meeting directly after the presentation.

## 6. Reports

### 6.1. Administration

#### 6.1.1. Treasurer's Report for August 1 to August 31, 2020

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
That the Treasurer's Report for the period August 1 to August 31, 2020 be approved  
as presented.

**CARRIED**

#### 6.1.2. Follow-up Action Report

- a) David Cove Boat ramp
  - Commissioner Bell communicated with Stephen Henderson, CRD.
- b) Association of Mayne Island Boaters - Agreement for maintenance of ramps
  - Discussed the reasons for formal agreement as: MIPRC provides the money for materials while AMIB provides the labour; ensuring work is performed within the legal requirements for the location; and that all work on the MIPRC managed asset should have prior approval from MIPRC.
  - The development of an agreement will be raised with AMIB and MIPRC will have the agreement reviewed by Stephen Henderson and Justine Starke.
  - Volunteer forms will still be required from AMIB members.
- c) Bylaw amendment to reduce number of commissioners
  - This is underway with Justine Starke.
- d) Volunteer appreciation ad in MayneLiner
  - Completed.
- e) Clean Air signage
  - Nothing received at this time.
- f) Indemnity/insurance meeting with R. Cameron
  - Ross Cameron and Justine Starke will discuss.

- g) Facebook photo
  - Discussed for next month.
- h) Other
  - There has been no response from the Community Resource Centre regarding the online form to request volunteers.

6.1.3. Arbutus trees – significance and best practices

- Commissioner Glatthaar provided cautionary advice for cutting arbutus suggesting to allow for regrowth high above deer and that young trees should be fenced.
- Commissioner Glatthaar conveyed the importance of the arbutus through the ancient local flood story, which she acknowledged should be told by a Tsartlip elder.
- Commissioner Glatthaar also advised that arbutus are considered endangered and, with reverence, the Tsartlip people will not cut down nor make firewood from arbutus.

6.2. Committees

6.2.1. Janitorial Committee

a) Rename

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Sigurdson,  
That Mayne Island Parks and Recreation Commission change the name of the Janitorial Committee to the Sanitation Committee.  
**CARRIED**

b) Plumbing/septic update

- Status of plumbing contract
  - Contract has been signed.
- System improvements
  - Water systems are running, but waiting for a few items.
  - Completed risers and fiberglass lid covers.
  - Layout of septic field is still required.
  - Fire department will be advised of where they can/cannot drive.
  - Work completed in the library basement included: pressure tank replaced; raised the pump and electric off the floor; and rack built to protect chlorine.
  - UV light and chlorination is working.
  - A raw water test will be done this month.
  - Discussed finding an appropriate contractor for water system design.

- Follow up with nearby businesses re septic concerns
  - It was reported that neighbouring business pumps out their septic three times per year.
  - Park's septic problem may have caused or contributed to the water test fail.
- Water consultant update (requested by VIHA)  
Addressed above in item b) at last discussion bullet.

- c) Garbage and recycling
- It was agreed that boxes for recycling would be purchased.

#### 6.2.2. Recreational Funding

- a) Additional application  
Closed meeting (see item #9)
- b) Disbursements/policy
- Where a disbursement is for a club or association they need to have an organization bank account.

#### 6.2.3. Parks Master Plan

- a) Draft finalization and circulation plan
- Revise the Actions and Priorities section to make general groupings without numbering or prioritization.
  - Changes to First Nations acknowledgement suggested.
  - Trail map will be provided.
  - Circulate after Section 4 and map completed.
  - Remove any text related to natural values in the Executive Summary.
  - Input from MIFD included brush removal for trails, WHMIS list inside building doors and access for MIFD .
  - Commissioner Shook will provide a short section for janitor's information about chemicals on hand and workplace safety protocols.

#### 6.2.4. Commercial/Non-Commercial Activities Committee

- a) Terms of use and policy revision
- Defer to next meeting

#### 6.2.5. Memorial Plaques Committee

- Discussed placement options, income and commemorative aspects of memorial plaques in parks.
- Commissioners Askin and Euper will investigate options and seek information from CRD and other Parks Commissions.

**6.3. Parks**

**6.3.1. Miner's Bay**

- a) Gazebo Repairs and R. Iredale comments
  - Commissioner Bell will make contact.
- b) Library windows
  - Repairs completed.

**6.3.2. Dinner Bay**

- a) Bleacher fencing
    - Once material is picked up and poles are in place next week, work can begin on fence build.
  - b) Playground
    - Community Works Fund application
      - \$60K application is with CRD and not yet submitted to Union of BC Municipalities.
      - The playground allocation for containment barrier and fill is available and reallocation of other funds is available if necessary.
      - Input on new playground structure should be sought from the Early Childhood Society and the PAC.
  - c) Men's urinal repair and women's motion detector
    - Update: Miners Bay still leaks; one at Dinner Bay is working; and motion detector to be installed.
  - d) Septic access and location of discharge pipes
    - Commissioner Shook will contact VIHA for location of discharge pipes at Dinner Bay.
  - e) Adachi Pavilion contents
    - Commissioner Sigurdson is in contact with Alan Guy.
  - f) Commissioner Shook raised storage at Dinner Bay
    - Other organizations are using buildings for storage
    - Suggested notice be given of spring cleaning of janitor's closet and notify users to remove stored items until after cleanup.
    - Location of water tank currently stored at Dinner Bay to be reviewed.
- 6.3.3. Japanese Garden**
- It was reported that a landscape architect is a new volunteer with the Japanese Garden.

6.3.4. Village Bay

- a) Village Bay Improvement Association and seaweed removal – update
  - One invoice submitted to date.
  - Wheelbarrows only should go along foreshore as vehicles are not permitted.
  - MIPRC will accept the seaweed.
- b) Park Guardians
  - Mark Allison and Lynn Casey are Park Guardians for Village Bay Park.
- c) Review proposal for footbridge on Village Bay Park land
  - The importance of the Riparian Regulations was emphasized.
  - Consider importance of the bay as an archaeological site.
  - There has been no opportunity for community engagement and access was not identified as an issue in the park survey.
  - MIPRC would be the applicant for a development permit and any development variance permit. The bridge would be a park asset with long term responsibility to maintain.
  - The park and sea boundary as well as property setbacks would likely need to be surveyed. Depending upon results the process could be drawn out.
  - The request includes an easement on park property, MIPRC control and patrol of any public nuisance factors, and that MIPRC pay for any park property survey.
  - Discussed concerns with increased access during high tide.
  - Preferable for proponents to pursue the project and not MIPRC.
- d) Vault toilet interior
  - Inspection confirmed the interior is mouldy and needs paint.
  - Commissioners Askin and Bell will schedule this task within a couple of weeks.
- e) Wishing well
  - The wishing well build will begin in the near future.
- f) Bike Ramp
  - Dismantled.
- g) Commissioner Glatthaar raised daphne removal
  - Ten hours had been spent removing toxic daphne.

6.3.5. Cotton Park

a) Bylaw 180 Referral Response

**MOVED** by Commissioner Bell and **SECONDED**,

That the Bylaw Referral Form Response of the Mayne Island Parks and Recreation Commission to the Mayne Island Local Trust Area Bylaw 180 as amended be approved as previously circulated to commissioners.

Commissioner Bell is following up on the plaque and there is a stone mason on the island to do the work.

6.3.6. Henderson Park

- Nothing to report.

6.3.7. Trail Network Development

a) Youth Employment program

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Bell,

That Mayne Island Parks and Recreation Commission strike a three-person committee to examine more closely the youth employment program to see if it is applicable to the commission.

**CARRIED**

Committee members: Commissioners Askin, Sigurdson and Euper.

b) Felix Jack – Kim Road trail

- Right of way and status of application to MOTI
  - Engineering report completed and on hold until Regional Parks responds.
- Linking trail through Mary Jeffery update
  - Regional Parks is reviewing the situation.
- Surface material
  - Not addressed.

c) Beach access on Laura Point Road

- Commissioner Askin will follow up.

6.3.8. Pocket Parks

a) Estimate / assessment report on danger trees near structures and fences by arborist

- MIPRC will request that a report be provided by an arborist on pocket parks once we have contracts in place.

## 7. Correspondence

- 7.1. Email re: cancellation of Lion's Salmon BBQ at Dinner Bay Park
- 7.2. Email re: cancellation of wedding rehearsal dinner at the Adachi Pavilion
- 7.3. Emails regarding MIHS meeting and safety plan for September 14, 2020
  - Notice was given to limit size to 50
- 7.4. Email regarding MIPATA AGM date of September 12, 2020 at Miner's Bay Park
- 7.5. Email regarding planter at Emma and Felix Jack Park and extension of term
- 7.6. Email attaching report by consultants on service delivery and summary
- 7.7. Emails from Oceans.org regarding Whale Trail
  - The pictures were well received.
- 7.8. Emails to/from CRD regarding trees cut on MIPRC right of way
  - Response relayed was that owners have a right to cut trees on easement that goes through their properties.
- 7.9. Emails to/from CRD regarding joint management agreement of Mary Jeffery area

## 8. New Business

- 8.1. Budgeting and five-year capital plan
  - Consideration and input from commissioners was requested as this must be submitted to CRD within a few days after next meeting.
  - Capital items put forth included: plumbing at Dinner Bay; wall and parking fence at Miners Bay (MoTI involved); Miners Bay Pavilion repairs (not extensive expense anticipated); and new lights for Christmas tree.
  - Parks Survey response for more trails unattainable due to lack of park land although there was willingness to assist with fundraising.
  - A couple of suggestions for new park land were raised and it is within MIPRC mandate to communicate such information to CRD.
  - Commissioners were requested to consider and offer suggestions and projected costs at next meeting.
- 8.2. Sustainable service delivery report and next steps

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
That Mayne Island Parks and Recreation Commission form a committee to address the sustainable service delivery plan and next steps.

**CARRIED**

Committee members: Commissioners Bell, Shook and Euper



8.3. Planter at Emma and Felix Jack Park – extension of term

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Sigurdson,  
That the planter at Emma and Felix Jack Park tended to by John Aitken can remain until  
June 2021.

**CARRIED**

9. **Motion to Close the Meeting** (if any)

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Shook,  
That the Meeting be closed in accordance with the Community Charter Part 4, Division 3,  
Section 90(1)(b) and that recorder and staff attend the meeting.

**CARRIED**

10. **Rise and Report**

Mayne Island Parks and Recreation Commission approved the 2020 Recreational Funding  
allocations and disbursements for a total of \$24,320 as follows:

Frankie Gowing providing AG Hall Fitness  
Tim Begley providing Mayne Island Fitness  
Mayne Islands Lions Club (Christmas ship)  
2nd Mayne Island Scout Group  
Amanda Gunn on behalf of Mayne Island Softball Club  
Mayne Island Conservancy  
Mayne Island Firefighters Association (fireworks)  
Mayne Island Crib Club  
Mayne Island Early Childhood Society  
Mayne Island Garden Club  
Mayne Island School PAC  
Mayne Island Tennis Association  
Fred Mussett for Mayne Island Table Tennis  
Diane Watson providing NIA on Mayne  
Pender Island Otter Swim Club  
Silver Maynes  
Southern Gulf Islands Arts Council  
Kathie Warning for Terry Fox Organization Committee  
Donna Williams for Donna Williams Yoga  
Doug Peers for Pickle Ball Club  
Aaron Reith for Teen/Tween night on Fridays  
Laura Shook for Disc Golf  
Mayne Island Quilter's Association

**ADOPTED**

11. **MOVED** by Commissioner Askin and **SECONDED** by Commissioner Sigurdson,  
That the meeting of the Mayne Island Parks and Recreation Commission be adjourned.  
**CARRIED**

Meeting Adjourned at 5:45 pm

Approved

October 8, 2020

---

**CHAIR**

---

**DATE**

Lauren Edwards

---

**RECORDER**

**ADOPTED**

**MAYNE ISLAND PARKS AND RECREATION COMMISSION**  
**Treasurer's Report August 1 - August 31, 2020**

(A) Operating Funds	Dinner Bay	Miner's Bay	Cotton Village	Henderson Trails	Janitorial Plumbing	CRD Charges	Other	Total		
Opening Budget 2020	9000	6000	5000	3000	4000	7000	22000	10000	15525	81525
Remaining Budget August 1, 2020	2397	3641	3022	1918	3835	5652	9424	5730	12203	47822
Revenue - Cost recovery										
Expenses										
CRD consultants									519	
Village Bay Improvement Association									1189	
Alea Design - Tide Table									225	
Alea - Pack it in-out/Certificate	11	11							9	
Eco Source	150	300								
CRD standard overhead allocation								240		
Peninsula Signs	313					94				
BC Hydro	82		15							
Recording secretary July WCB									4	
Active Pass Auto	57	57								
Home Hardware - roof repair/bench	144					165				
HH - diesel cans/ plumbing	53						20			
Janitorial WCB July							12			
Janitorial Aug 1 - 15, mileage, WCB							754			
Janitorial Aug. 16 - 31, mileage, WCB							758			
Warning Maintenance Aug - Dinner							100			
Warning Maintenance for Aug - Library							160			
Total Expenses	810	368	15	0	0	259	1804	240	1946	5442
Remaining Budget	1587	3273	3007	1918	3835	5393	7620	5490	10257	42380

**MAYNE ISLAND PARKS AND RECREATION COMMISSION**  
**TREASURER'S REPORT August 1 - 31, 2020 cont'd**

**(B) Donated Funds**

<b>Japanese Garden</b>		
Opening Balance August 1 2020		16673
Plus: Deposits (\$115 + \$402 + \$665)	1182	
Total Deposits		1182
Less: Hydro	150	
Home Hardware	22	
Sunny Mayne Bakery	335	
Bryan W. reimbursement	317	
Len E. - reimbursement for hedge trimmer	163	
CRD standard overhead allocation	59	
Total Expenses	1046	1046
Closing Balance August 31, 2020		16809

**Putting Green/Disc Golf/Adachi**

Opening Balance August 1, 2020	357
Plus: Deposits	
Closing Balance August 31, 2020	357

**(C) Recreation Funds**

Opening Balance August 1, 2020		34092
Less: Alea advertising - Volunteer appreciation	280	
Recreation programs	23570	
CRD Standard overhead allocation	118	
Total	23968	23968
Closing Balance August 31, 2020		10124

**(D) Capital Funds (Unallocated)**

Opening Balance August 1, 2020	75257
Less: Transfer to Allocated Project Dinner Bay Septic	6000
Closing Balance August 31, 2020	69257

**(D) Capital Funds (Allocated) - Projects**

CX.109.2007.66 Dinner Bay Fencing	1498
CX.109.2008.66 Cotton Park Monument	4281
CX.109.2009.66 Library Water System Upgrade	12400
CX.109.2010.66 Kim Road Trail	8324
CX.109.2011.66 Dinner Bay Playground	12451
CX.109.2012.81 Dinner Bay Septic	6000
Total allocated capital	44954