



Minutes for a meeting of the Mayne Island Parks and Recreation Commission on October 8, 2020 at the Agricultural Hall, Mayne Island

Present: Debra Bell (Chair) Peter Askin (Vice Chair) Veronica Euper
Lance Shook Lauren Edwards via Zoom (Recorder)

Absent: Kris Sigurdson Trisha Glatthaar
David Howe, Director, CRD, Southern Gulf Islands

Guests: Presentation by Ross Cameron, Manager, Risk and Insurance, CRD
Kat Ferneyhough, CRD Liaison for Mayne Island

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

Commissioner Bell gratefully acknowledged the meeting was held on the traditional lands of the Coast Salish First Nations and expressed our obligation to protect and respect their ancient homeland.

2. Approval of Agenda

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
That the agenda be approved as amended.
CARRIED

2.1. Additions to Agenda:

New Business: Request from Mayne Island Healthcare Centre for a meeting.

2.2. Deletions to Agenda: None

3. Adoption of Minutes of September 10, 2020

MOVED by Commissioner Shook and **SECONDED** by Commissioner Euper,
That the minutes of September 10, 2020 be approved as presented.
CARRIED

4. Chair's Remarks

Commissioner Bell welcomed Kat Ferneyhough in her new position as CRD Liaison and Ross Cameron from CRD to present on risk and insurance issues.

ADOPTED

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5. Presentations – Ross Cameron, B.SC., CRM, ABCP, Manager, Risk and Insurance, CRD

Ross Cameron expressed an understanding of the challenges to finding services, obtaining insurance and setting up contracts on the islands.

With regards to chainsaw work, he advised that:

- Volunteers cannot use their own equipment.
- Chainsaw users must be with CRD or certified.
- Personal protective equipment is required, e.g. falling pants, proper boots, hardhat and ear and eye protection.
- A safe work site would have only one chain saw in use with others standing back.
- There are no restrictions for hand tools so good quality pruning sheers can be used for small growth.
- A certified arborist could do a blanket sweep of an area.
- A system to track certification and confirm renewal one month prior to expiry could be used.
- Certified arborists from other islands could be used to share in the work.
- Professionals have the required skillset which in turn protects CRD, commissioners and the public.
- If MIPRC is aware that a volunteer has used a chainsaw and an accident resulted, then CRD would be legally liable.
- A blade cutter is in the same category as a chainsaw.

With regards to general safety and liability issues, he advised that:

- Volunteers using weed whackers or lawnmowers should be properly trained and risks identified.
- A standard safety talk should be given to new volunteers or volunteers using equipment for the first time.
- To reduce liability, volunteers should be gathered together at the start of a project for an overarching safety talk to go over information and safety such as hydration, keeping distance, gear, underlying medical conditions, heavy lifting, etc.
- With the exception of gross criminal negligence, there is no liability to commissioners.
- An email can serve as a legal document.
- Volunteers should follow the same standards as CRD employees who are not allowed to work alone without a check-in at the start of work and then every couple of hours until the end.
- There is a safety aspect for people working in pairs or in a group.
- Another option for the check-in is an agreement for a spouse or partner to be available for the check-in.
- Someone should know where the volunteer is working if they don't check in.
- A schedule of where the volunteer is going and what they will be doing might be something to consider.
- If the volunteer has no one at home to report in with, then making alternate arrangements with another volunteer or neighbour would suffice.
- The courts look at everything as what a reasonable person would do under the same circumstance.
- The expectation is clear, if someone is requested to work in complete isolation, and no one knows about them, that could be negligence.

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Other issues discussed were: culture change; privacy protection; purchase orders vs honorariums; incorporating “recreation” into trail signage; a sustainable delivery plan; and the importance of documenting actions taken.

Ross Cameron left the meeting directly after the presentation.

5.1. Administration

5.1.1. Treasurer

- a) Treasurer’s Report for the period September 1 – September 30, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that the Treasurer’s Report for the period of September 1 to September 30, 2020 be approved.
CARRIED

- b) Community Works Fund Application: Motion re: Revision to project name; amendment to capital plan and funding

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook, That the capital project Dinner Bay Playground be renamed the Dinner Bay Playground and Sports Field Project; The Capital Plan is amended to add an additional \$30,000 to this project and the funding for this addition is a Community Works Fund Grant in the amount of \$30,000.
CARRIED

- c) Budget and five-year capital plan
Commissioners were asked to send a list of items to include in the plan.

- d) Plumbing expense

MOVED by Commissioner Shook and **SECONDED** by Commissioner Bell That Mayne Island Parks and Recreation Commission accept the contractor invoice for labour and plumbing supplies for Miners Bay and Dinner Bay Parks in the amount of \$1981.14.
CARRIED

5.1.2. Follow-up Action Report

- a) Facebook photo – Deferred
- b) Clean Air signage
 - Report received.
 - Eleven of the new clean air signs have been installed and five to be installed in less accessible spots.

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- c) By-law amendment to reduce number of commissioners
It was reported that there will be a review of all the commissions.

5.1.3. Commissioner vacancies and advertisement in MayneLiner

- Discussed placing an ad in the November MayneLiner.
- Commissioner Askin and Commissioner Bell will develop a job description.

5.1.4. Contract renewals for arborists

Not addressed.

5.2. Committees

5.2.1. Parks Master Plan

- a) Draft Finalization and distribution

The Master Plan was distributed for review and it was noted that Commissioner Bell has done a good deal of work on this item. Commissioners to review one last time before distribution.

- b) First Nations and terminology – Not addressed.

5.2.2. Commercial/Non-Commercial Activities Committee

Terms of use and policy revision

Discussed special event application form and minor changes to the Terms of Use Policy which includes clean up requirements and a reference to the Covid-19 Safety Plan.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Bell

That the revised Commercial/Non-Commercial Park Uses Policy and attached Terms and Conditions be approved.

CARRIED

5.2.3. Memorial Plaques Committee

- Commissioner Askin will discuss with CRD the creation of a land acquisition fund as a way for people to make memorial donations.
- Two sites were found for memorial benches.

5.2.4. Youth Employment Program Committee

- Discussed phase two of Ed Williams trail and upgrade of Conconi Reef trail.
- It was reported that two projects were submitted that will employ four people for two days.

5.2.5. Sustainable Service Delivery Plan Committee

The Committee met with Ross Cameron, CRD, to discuss next steps and will prepare a detailed asset list.

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5.2.6. Sanitation Committee

- a) Plumbing/septic update
 - Raw water test results – Dinner Bay and Miner’s Bay
There were no results that were outside parameters for safety, but there were slightly elevated salt levels; the next stage is to find a professional to advise on what to install in order to mitigate potential future problems.
 - Women’s motion detector – Dinner Bay
To be installed.
- b) Garbage and recycling
 - Status unchanged.
 - A garbage/recycling unit to be built and installed for approximately \$300.
- c) Adachi Pavilion issues
Discussed rodent issue.

5.3. Parks

5.3.1. Miner’s Bay

- a) Gazebo Repairs / contact R. Iredale
To be followed up.

5.3.2. Dinner Bay

- a) Bleacher fencing update
Update provided: Posts in place; Commissioner Shook is cutting all pipes; welding to be done on October 15th; and work should be finished at end of the month.
- b) Playground Updates
Ongoing.
- c) Community Economic Recovery Infrastructure Program application
It was reported that an application for a new grant for \$25K for a fitness walking trail at Dinner Bay Park was submitted before the October 2nd deadline. As CRD obtained funding for the Village Bay Trail, this may impact this application.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That an application for a Community Economic Recovery Infrastructure Program Grant be made through the Capital Regional District for the walking/fitness circuit at Dinner Bay Park in an amount no greater than \$30,000.

CARRIED

- d) Adachi Pavilion Inventory
Deferred

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5.3.3. Japanese Garden

Donations are doing well.

5.3.4. Village Bay

a) VBIA and seaweed removal – update

- It was reported that the CRD Finance manager advised MIPRC receives an additional tax requisition of \$4,500 for the seaweed removal and \$10,500 for Cotton Park every year.
- Ross Cameron will inquire as to whether the original agreement regarding seaweed removal is still in place.

b) Vault toilet interior painting

This will be attended to soon.

5.3.5. Cotton Park

- a) Islands Trust meeting September 28, 2020 and rezoning of Cotton Park
Commissioner Bell attended the meeting and requested no square footage restrictions, but the Local Trust Committee approved the planner's report to limit buildings to approximately 450 square feet.

b) Honorarium

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
That a donation will be made to the CRD for the purposes of the Cotton Park Gardens.
Lorie Brown and Jennifer Siemens will receive an honorarium for work on the Cotton
Park Gardens, the total amount not to exceed the amount of the donation.

CARRIED

5.3.6. Henderson Park

Written report provided.

5.3.7. Emma and Felix Jack Park

a) Community Economic Recovery Infrastructure Program application

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That an application for a Community Economic Recovery Infrastructure Program Grant
be made through the Capital Regional District for habitat restoration and cultural
heritage improvements to Emma and Felix Jack Park in an amount no greater than
\$5,000.

CARRIED

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5.3.8.Trail Network Development

- a) Felix Jack – Kim Road trail update
Written report provided.
- b) Linking trail through Mary Jeffery to Plumper Pass
Written report provided.
- c) Status of application to MOTI
No update.

5.3.9.Pocket Parks/Beach Access – Peter

- a) Beach access on Laura Point Road
No update
- b) Danger Tree Wilks Road
Still following up – arborist contract is circulating within CRD for signing.

6. Correspondence

- 6.1. Email and letter from recipients of Recreational Funding
- 6.2. Telephone and email correspondence regarding VPID AGM at Adachi Pavilion October 16,2020
- 6.3. Email regarding Garland birthday party October 4, 2020 at Adachi Pavilion
- 6.4. Letter dated September 25, 2020 from B. Baker regarding Celebration of Life August 7, 2021
- 6.5. Email notification of Islands Trust meeting September 28, 2020 and rezoning of Cotton Park
- 6.6. Email correspondence with CRD regarding grant application and other grant opportunities
- 6.7. Email correspondence from Mayne Island Pickleball Club requesting presentation at next available meeting
- 6.8. Email correspondence to/from CRD regarding joint management of Mary Jeffery Area.
- 6.9. Email correspondence from John Aitken regarding Red Dress installation at Emma & Felix Jack Park October 4, 2020
- 6.10. Email correspondence to Mark Allison and Lynn Casey regarding footbridge in Village Bay Park
- 6.11. Email correspondence to/from J. Starke and SGI Parks Commissioners regarding Commonality Meeting
Discussed and suggestion will be made that this occur next spring on Saturna in person.

7. New Business

- 7.1. VPID request for AGM at Adachi Pavilion October 16, 2020 approved by unanimous consent..
- 7.2. Request from Mayne Island Healthcare Centre for meeting in Adachi Pavilion on October 14, 2020 approved by unanimous consent.
- 7.3. B. Baker request regarding Celebration of Life August 7, 2021 approved by unanimous consent.

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- 7.4. Mayne Island Pickleball Club request to present at November meeting approved by unanimous consent.
- 7.5. John Aitken request regarding Red Dress installation on October 4, 2020 previously agreed to via email and approved by unanimous consent.

8. **Motion to Close the Meeting** (if any) - None

9. **Rise and Report** (If any) - None

10. **Meeting Adjournment.**

MOVED by Commissioner Askin and **SECONDED** by Commissioner Shook,
To adjourn the meeting.

CARRIED

The meeting adjourned at 5:52 pm.

APPROVED

November 12, 2020

CHAIR

DATE

Lauren Edwards

RECORDER

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report September 1 - September 30, 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 September 1, 2020 | 1587 | 3273 | 3007 | 1918 | 3835 | 5393 | 7620 | 5490 | 10257 | 42380 |
| Revenue - Cost recovery | | | | | | | | | | |
| Expenses | | | | | | | | | | |
| CRD consultants - reversal | | | | | | | | | -519 | |
| Village Bay Improvement Association | | | | | | | | | 1353 | |
| Lions porta a pottie rental | | 100 | | | | | | | | |
| Peninsula Signs - No Bicycling | 62 | | | 62 | | 63 | | | | |
| Bunzl/Acme janitorial | | | | | | | 291 | | | |
| CRD standard overhead allocation | | | | | | | | 240 | | |
| Peninsula Signs | 73 | | | | | | | | | |
| Courier | 19 | | | 10 | | 9 | | | 54 | |
| Recording secretary August | | | | | | | | | 253 | |
| Active Pass Auto | 117 | | | | | | | | | |
| Home Hardware | 10 | | | | | 118 | 59 | | | |
| Nomadic Routes - windows/door locks | | 619 | | | | | | | | |
| Washroom motion detector - LS | 83 | | | | | | | | | |
| Janitorial Sept. 1-15, mileage | | | | | | | 753 | | | |
| Janitorial Sept 16 - 31, mileage | | | | | | | 742 | | | |
| J. Derksen - skylight; gutters; windows | | | 105 | | | | | | | |
| Basket - First Nations gift | | | 38 | | | | | | | |
| Tipping fee - broom - Conconi | | | | | | 80 | | | | |
| Warning Maintenance Sept - Dinner | 100 | | | | | | | | | |
| Warning Maintenance for Sept - Library | | 250 | | | | | | | | |
| Total Expenses | 464 | 969 | 143 | 72 | 0 | 270 | 1845 | 240 | 1141 | 5144 |
| Remaining Budget | 1123 | 2304 | 2864 | 1846 | 3835 | 5123 | 5775 | 5250 | 9116 | 37236 |

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT September 1 - 30, 2020 cont'd

(B) Donated Funds

| | | |
|------------------------------------|------|-------|
| Japanese Garden | | |
| Opening Balance September 1, 2020 | | 16809 |
| Plus: Deposits (\$500 + \$775) | 1275 | |
| Total Deposits | | 1275 |
| Less: | | |
| Home Hardware | 17 | |
| Alea - plaque | 72 | |
| CRD standard overhead allocation | 59 | |
| Total Expenses | 148 | 148 |
| Closing Balance September 30, 2020 | | 17936 |

Putting Green/Disc Golf/Adachi

| | |
|------------------------------------|-----|
| Opening Balance September 1, 2020 | 357 |
| Plus: Deposits | |
| Closing Balance September 30, 2020 | 357 |

(C) Recreation Funds

| | | |
|------------------------------------|------|-------|
| Opening Balance September 1, 2020 | | 10124 |
| Less: Retiring commissioner cards | 205 | |
| Retiring commissioner meeting | 255 | |
| Recreation programs | 750 | |
| Recreational funding meeting | 106 | |
| CRD Standard overhead allocation | 118 | |
| Total | 1434 | 1434 |
| Closing Balance September 30, 2020 | | 8690 |

(D) Capital Funds (Unallocated)

| | |
|------------------------------------|-------|
| Opening Balance September 1, 2020 | 69257 |
| Closing Balance September 30, 2020 | 69257 |

(D) Capital Funds (Allocated) - Projects

| | | |
|---|------|-------|
| CX.109.2007.66 Dinner Bay Fencing | 1498 | |
| Less: ProLink - LS | 1520 | -22 |
| 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 | |
| Less: Journey's End - road base | 734 | 7590 |
| CX.109.2011.66 Dinner Bay Playground | | 12451 |
| CX.109.2012.81 Dinner Bay Septic | 6000 | |
| Less: fibreglass for lids - LS | 156 | |
| Matt Taylor - risers | 375 | 5469 |
| Total allocated capital | | 42169 |