



Minutes for a meeting of the Mayne Island Parks and Recreation Commission on November 12, 2020 at 795 Steward Drive, Mayne Island

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

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

Guests: Presentation by Mayne Island Pickleball Club – Doug and Leslie Peers and Kirsty Legge

The meeting was called to order at 3:03 p.m.

1. Territorial Acknowledgement

Commissioner Shook offered thanks and acknowledged that the meeting was held on the territorial lands of the Coast Salish First Nations.

2. Approval of Agenda

2.1. Additions to Agenda: None

2.2. Deletions to Agenda : None

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin
That the agenda be approved as presented.

CARRIED

3. Adoption of Minutes of October 8, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook
That the minutes of October 8, 2020 be approved as presented.

CARRIED

4. Chair's Remarks

Kris Sigurdson resigned from the Commission and Chair Bell expressed thanks for her contributions and particularly for chairing the Recreation Funding Committee.

5. Presentations: Mayne Island Pickleball Club – Doug & Leslie Peers and Kirsty Legge

The club representatives provided a brief update since the last MIPRC meeting they attended:

- They reported that a 10-member board was formed;
- The Club is in the process of forming a society;
- They are searching for a feasible location;
- There are 97 members signed up and there is an active winter group;

ADOPTED

Mayne Island Parks and Recreation Commission
Minutes for November 12, 2020

- The current court site cannot accommodate the number of players; and
- Covid protocols were introduced for winter.

The purpose of attendance at this meeting was to request MIPRC partnership and advocacy in the development of pickleball on Mayne Island and the following was discussed:

- Three sites under consideration for pickleball courts;
- The club would like to obtain capital funds through CRD as well as provide tax receipts for charitable donations;
- MIPRC typically provides support through the Recreational Funding Grant which the club received;
- Information was exchanged on funding and operations as well as the availability for public use of park assets such as the disc golf course and softball field and pickleball courts in other jurisdictions;
- The club requested a letter of support from MIPRC to assist their efforts in obtaining capital funding through CRD; and
- Issues under consideration are location, space required and neighbourhood impact.

This item will be put on the next agenda and Commissioner Bell will discuss this with CRD.

6. Reports

6.1. Administration

6.1.1. Treasurer's Report

For the period October 1, 2020 – October 31, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin
That the Treasurer's report for the period October 1 -31, 2020 be approved as presented.
CARRIED

6.1.2. Budget and five-year capital plan

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
That the 2020 operating surplus, if any, be transferred into the capital reserve fund for parks service.
CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook
That the 2020 community recreation surplus, if any, be **CARRIED** forward and transferred into the surplus account of the community recreation service if possible. Otherwise it is to be **CARRIED** forward to next year to offset the requisition for recreation service.
CARRIED.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
That Mayne Island Parks and Recreation Commission approve the preliminary operating funds budget for 2021 to 2025.
CARRIED

Mayne Island Parks and Recreation Commission
Minutes for November 12, 2020

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook
That Mayne Island Parks and Recreation Commission approve the preliminary recreation
funds budget for 2021 to 2025.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
That Mayne Island Parks and Recreation Commission approve the preliminary 5-year
capital expenditure plan for 2021 to 2025.

CARRIED

6.1.3. Commissioner Christmas party

All agreed to hold a Covid safe December meeting followed by a catered meal.
Commissioner Bell will check availability of the Community Centre.

6.1.4. Follow-Up Action Report

- a) Commissioner ad in MayneLiner
One application received.
- b) Facebook photo – deferred
- c) Agreement with Association of Mayne Island Boaters
 - An amended letter of understanding was received and to be discussed with CRD.
 - Commissioner Bell will circulate the draft.

6.2. Committees

6.2.1. Parks Master Plan

- a) Draft distribution
 - Eric Kelch, CRD, is reviewing First Nations content after which the document will be formatted and distributed.
 - Commissioner Glaathaar has drafted a new letter to send to First Nations representatives.
 - A new CRD parks acquisition will be added.

6.2.2. Memorial Plaques Committee

- a) CRD and MIPRC Land Acquisition fund
Commissioner Askin will write letter to Justine Starke on this matter.

Mayne Island Parks and Recreation Commission
Minutes for November 12, 2020

6.2.3. Youth Employment Program Committee

- Commissioner Askin reported on the status of the youth program involvement with Mayne Island Pathways and Trails Association (MIPATA) as well as the recent zoom conference.
- Commissioner Askin will provide a list of hand tools that should be purchased and stored at the library or tractor shed.

6.2.4. Sustainable Service Delivery Plan Committee

No further action occurred.

6.2.5. Sanitation Committee

- a) Water consultant – update
 - An experienced water consultant assessed Miners Bay water system.
 - Several plumbing improvements were suggested.
 - A suggestion to reconfigure the bathrooms to meet handicap standards was discussed as well as peak bathroom usage concerns.
 - A written report from the water consultant will be requested.
- b) Women's washroom motion detector installation
Installed at Dinner Bay.
- c) Miners Bay women's closed washroom – update
 - Malfunctions on occasion
 - The Dinner Bay handicap bathroom has all parts available for the flush valve replacement.
- d) Dinner Bay septic field location
Plan received and reviewed.

6.3. Parks

6.3.1. Miner's Bay – Lance

- a) New flag
The new BC flag is up.
- b) Garden maintenance
Volunteers are doing some work.

6.3.2. Dinner Bay – Lance

- a) Bleacher fencing update
The work is underway.

Mayne Island Parks and Recreation Commission
Minutes for November 12, 2020

- b) Pump house insulation
 - Completed and heat tracing to be installed.
 - The plumbing joints will be repaired.
 - No issues with the pump and it is insulated.
- c) Playground Updates
 - Rebar no longer a safety concern.
 - New plan detailed for building the surround.
 - The zip line post will be moved.
- d) Community Economic Recovery Infrastructure Program application
The fitness walking circuit did not receive approval.
- e) Adachi Pavilion Inventory
Bill Warning will do the inventory with Commissioner Shook.

6.3.3. Japanese Garden

Pathway work has been done.

6.3.4. Village Bay

- a) VBIA and seaweed removal and status of original agreement from Ross Cameron
 - Ross Cameron is awaiting response from CRD environmental staff.
 - VBIA sent the last bill.
 - Commissioner Bell will provide history to Justine Starke.
- b) Vault toilet interior painting
Deferred to better weather.
- c) Wishing well update
Commissioner Askin will follow up with one further email and request a timeline for completion before MIPRC looks at other options.

6.3.5. Cotton Park

- a) Bylaw Referral Response to Bylaws 177 and 178 and Notice of Public Hearing
 - Commissioner Bell reported on this item and Islands Trust has scheduled a public hearing for November 30th.
- b) The plaque is finished.

6.3.6. Henderson Park

No concerns to report.

Mayne Island Parks and Recreation Commission
Minutes for November 12, 2020

6.3.7.Emma and Felix Jack Park

- a) Community Economic Recovery Infrastructure Program application and motion to amend grant amount

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the motion made October 8, 2020 to apply for a Community Economic Recovery
Infrastructure Program Grant for habitat restoration and cultural heritage improvements
to Emma and Felix Jack Park be amended from an amount of \$5000 to \$15,700.

CARRIED

Discussed the proposed changes as:

- adding a footbridge and pathway
- removing some grass and adding native plants; and
- replacing sign.

6.3.8.Trail Network Development – Peter

- a) Felix Jack – Mary Jeffery Trail update
- No response was received to the MayneLiner ad requesting name suggestions.
 - A suggestion was made to name the trail Flag Hill Trail which has historical reference to Mount Parke, but more suggestions can be sought.
 - Suggestion had been made to name the section of the trail through Mary Jeffery Park a Coast Salish name which translates to Little Trail.
 - Commissioner Askin reported next step will be to install pressure treated posts on either side of Mary Jeffrey Park.
- b) Development of trail guardian safety protocols
- Trail guardians will be advised that use of power tools is not permitted except by certified contractors.
 - Discussed CRD training necessary to acquire chainsaw certification for volunteers.
 - Commissioner Askin will write a letter in draft for CRD and provide it to Chair Bell to bring forward in the spring.

6.3.9.Pocket Parks/Beach Access

- a) Standard reporting requirements for park assessments by arborists
This was discussed under item 8.4
- b) Danger Tree Wilks Road
This item is still pending.

Mayne Island Parks and Recreation Commission
Minutes for November 12, 2020

7. Correspondence

- 7.1. Telephone call from Commissioner Dishaw, Galiano Parks and Recreation re: Bylaws
It was reported that Galiano Parks and Recreation received a copy of MIPRC's draft bylaws.
CRD is supposed to be working on a standard set of bylaws for the commissions.
- 7.2. Bylaw Referral for Bylaws 177 and 178 from Islands Trust re: Cotton Park rezoning
- 7.3. Thank you card from Terry Fox Organizing Committee
- 7.4. Correspondence dated October 20, 2020 from L. Scobbie regarding trees at Miners Bay
- 7.5. Telephone conversation with Bill Warning regarding Santa Ship and Miners Bay

8. New Business

- 8.1. Mount Parke Bluffs (Glen Echo) acquisition by CRD Regional Parks
CRD has acquired a new regional park.
- 8.2. Lions update regarding Santa Ship and celebration at Miners Bay
This event is unlikely to occur.
- 8.3. Commercial General Liability insurance coverage for commissioner using equipment
Commissioner Bell provided background in an email to commissioners.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That Mayne Island Parks and Recreation Commission approve the purchase of commercial
general liability insurance for Lance Shook to use equipment at parks.

CARRIED

- The insurance will cover use of personal backhoe as well as other power and hand tools.
 - Commissioner Shook will make a listing of tools used under this coverage.
 - Commissioner Bell will discuss this item with Justine Starke, CRD
- 8.4. Consideration of request to relocate and prune trees at Miners Bay
 - Discussed a request to move a young tree which blocks the view from a memorial bench.
 - It was agreed that this item should be deferred until insurance is available for backhoe use.
 - Commissioner Bell will respond to the letter writer on this matter.
 - A request was also made for MIPRC to prune trees in the park to a height of six feet as they block the view from the letter writer's property.
 - Commissioner Bell will discuss this item with the Garden Club and bring forward for discussion at the next meeting.

Mayne Island Parks and Recreation Commission
Minutes for November 12, 2020

8.5. Danger trees and branches at Dinner Bay Disc Golf Course

MOVED by Commissioner Shook and **SECONDED** by Commissioner Bell,
That Mayne Island Parks and Recreation Commission hire Matt Bolla to take down the danger
trees identified as per his estimate for Dinner Bay Disc Golf.

CARRIED

It was agreed that standard report format is a non-issue given that the arborists use different
methods to estimate their work.

8.6. Volunteer for MayneLiner monthly article

Commissioners agreed that Megan Coyle will commence writing MayneLiner articles starting
January 2021.

9. Motion to Close the Meeting

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)(a) personal information about an identifiable individual who holds or is being considered
for a position as an officer, employee or agent of the municipality or another position appointed
by the municipality; and that the recorder and staff attend the meeting.

CARRIED

10. Rise and Report (If any)

- Kris Sigurdson has resigned from MIPRC.
- Trisha Glaathaar will not seek reappointment after her term expires December 31, 2020.
- Lance Shook will be recommended for reappointment as a commissioner for the term
commencing January 1, 2021.

11. Meeting Adjournment

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook,
That the meeting be adjourned.

The meeting adjourned at 5:38 p.m.

Debra Bell

Original signed December 10, 2020

CHAIR

DATE

Lauren Edwards

RECORDER

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report October 1 - October 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 October 1, 2020	1123	2304	2864	1846	3835	5123	5775	5250	9116	37236
Revenue - Donation/Interest (Sept.)			500						29	529
Expenses										
island arborist / WCB	343									
Home Hardware - sign posts/plumbing	26	10					50			
Plumbing repairs							1887			
CRD labour								584		
CRD standard overhead allocation								240		
BC Hydro	67		15							
Ag Hall meeting									35	
Recording secretary September									209	
WCB - secretary August/ September									9	
Active Pass Auto - Sept/October	56									
Alea - asset list									16	
Janitorial Oct. 1 - 15, mileage							741			
Janitorial Oct. 16 - 31, mileage							758			
WCB - janitorial September/October							36			
WCB - window washer			2							
Adj. for September	4	-10								
Warning Maintenance - Dinner Bay	130									
Warning Maintenance - Miners Bay		100								
Total Expenses	626	100	17	0	0	0	3472	824	269	5308
Remaining Budget	497	2204	3347	1846	3835	5123	2303	4426	8876	32457

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

(B) Donated Funds

Japanese Garden		
Opening Balance October 1, 2020		17936
Plus: Deposits (\$752 + 412) Interest \$14 (Sept.)	1178	
Total Deposits	1178	1178
Less: MayneLiner ad	135	
island arborist	252	
Blue Vista	385	
Wood chips (I. Marsh)	780	
Bark mulch delivery/lawn edger rental (I. Marsh)	238	
Hydro	158	
Courier (edger)	27	
Journey's End Farm (\$996 + \$262)	1258	
CRD standard overhead allocation	59	
Total Expenses	3292	3292
Closing Balance October 31, 2020		15822

Putting Green/Disc Golf/Adachi

Opening and Closing Balance October 1/31, 2020	357
--	-----

(C) Recreation Funds

Opening Balance October 1, 2020	8690
Interest (Sept.)	7
Less: CRD Standard overhead allocation	118
Closing Balance October 31, 2020	8579

(D) Capital Funds (Unallocated)

Opening Balance October 1, 2020	69257
Closing Balance October 31, 2020	69257

(D) Capital Funds (Allocated) - Projects

CX.109.2007.66 Dinner Bay Fencing		-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	7590	
Journey's End - road base	734	6856
CX.109.2011.66 Dinner Bay Playground	12451	
Home Hardware	21	
WCB It All Began in a Garden	41	
Adj re: Home Hardware (July)	-67	12456
CX.109.2011.88 Dinner Bay Playground/fields upgrade (CWF)		30000
CX.109.2012.81 Dinner Bay Septic	5469	
Home hardware	130	5339
Total allocated capital		71310