



## Minutes for a meeting of the Mayne Island Parks and Recreation Commission held at the Mayne Island Community Centre on December 10, 2020

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

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

The meeting was called to order at 3:00 p.m.

### 1. Territorial Acknowledgement - Debra

Commissioner Bell acknowledged the meeting was held on the traditional lands of the Coast Salish people and asks that members consider what this means going forward.

### 2. Approval of Agenda

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

Commissioners agreed to move Mayne Island Pickle Ball Club discussion to last item under Administration.

### 3. Adoption of Minutes of November 12, 2020

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Shook,  
That the minutes of November 12, 2020 be approved as presented.  
**CARRIED**

### 4. Chair's Remarks

Commissioner Bell remarked on the challenges of 2020 and expressed hope for a better new year. She reported that Trisha Glatthaar's term is finished at the end of December and thanked her for her service. Trisha has offered her continued support to MIPRC for First Nations and invasive/native species issues. Commissioner Bell asked that commissioners consider running for chair, vice chair or treasurer in the upcoming January election.

## 5. Reports

### 5.1. Administration

#### 5.1.1. Treasurer's Report

- a) For the period November 1, 2020 – November 30, 2020

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
That the Treasurer's report for the period November 1, 2020 – November 30, 2020 be  
approved as presented.

**CARRIED**

- b) Five Year Capital Plan

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Shook,  
That the Mayne Island Parks and Recreation Commission's preliminary Five-year  
Capital Expenditure Plan for 2021 to 2025 be approved as amended.

**CARRIED**

#### 5.1.2. Recording secretary contract renewal

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin,  
That the contract for recording secretary services be renewed for another year ending  
November 2021.

**CARRIED**

#### 5.1.3. Tide Table renewal in *MayneLiner*

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Bell,  
That the Tide Table in the *MayneLiner* be sponsored by Mayne Island Parks and Recreation  
Commission for the year 2021; and that Mayne Island Parks and Recreation will contact the  
Association of Mayne Island Boaters in 2021 for their views on whether this is worthwhile  
to continue sponsoring.

**CARRIED**

#### 5.1.4. Follow-Up Action Report

- a) Agreement with Association of Mayne Island Boaters

The agreement has been signed and circulated to Commissioners Askin and Euper.

- b) Other Items

- Commissioners agreed that another ad in the January *MayneLiner* for vacancies was not necessary. This topic is included in the January article "Notes from the Park Bench".
- Certificates of appreciation were sent to Jerry Wise and Kris Sigurdson as there was no opportunity to get together. Jerry sent a thank you email.
- Santa Ship was cancelled but there is a substitute event at the school. Any excess funds to be used for future events.

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- Public is forbidden to attend commission meetings in person pursuant to the provincial health order. A committee was formed with Commissioners Euper and Bell to determine how best to keep access, input and information available to the public.

**7.1 Mayne Island Pickleball Club – Letter of Support; Location; Funding**  
(Moved from New Business)

**7.1.1. Letter of support request**

It was moved and seconded that the Mayne Island Parks and Recreation Commission provide the Mayne Island Pickleball Club with a letter of support in principle for permanent pickleball courts on Mayne Island. Support is dependent upon a location MIPRC considers appropriate.

**CARRIED**

- Commissioner Bell will draft the letter and circulate for review.

**7.1.2. Review of Dinner Bay Park as potential court site**

Email correspondence with the Mayne Island Pickleball Club and letters of support were consolidated and circulated to commissioners.

Issues discussed included:

- Available green space, increasing number of park users (residents, weekenders, and visitors), and numerous activities available in the park currently (putting green, playground, disc golf, etc.) putting pressure on this park.
- Impacts discussed were:
  - Loss of space for other park users and groups;
  - Noise;
  - Environmental impact of paving and water run-off;
  - Paving and fencing will detract from the sight lines and natural beauty of the park;
  - There will be less parking for current park users;
  - In addition to the pickleball courts, more parking will further reduce the available park space that is currently utilized in other ways;
  - A reduction in park space would impact existing community events such as the Easter egg hunt, the Lions Salmon BBQ, Mayne Island charitable groups, the quilt show, baseball group gatherings, etc.
  - The park is the only wedding park and it is also a popular venue for community and private celebrations with the Adachi Pavilion;
  - The importance of open space for children in a community where the school population has doubled and which will be busier post Covid; and
  - Benches and picnic tables provide areas for viewing scenery, enjoying quiet moments, and reading.
- Relocation of volleyball and badminton court is in progress.
- MIPRC worked extensively on a Five-year Master Plan and action plan which was developed in consultation with residents, weekenders, and visitors whose feedback was that people like the parks and value nature and green space. Only one survey response mentioned pickleball.

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- MIPRC requested funding to redevelop the playground and install a fitness circuit, and only one half of that funding request was approved. Completion of these projects is a priority.
- The annual recreational funding MIPRC receives to distribute to community groups is for operational expenses only and must not be used to fund capital expenditures. MIPRC did support the Club with a recreational funding grant in 2020.
- The CRD commissioned a Sustainable Service Delivery Plan which it issued in 2020. That Plan concluded there are insufficient resources to provide for asset maintenance, renewal, and replacement long term. One strategy proposed in that Plan is to refrain from increasing park assets until the situation is rectified.

**MOVED** by Commissioner Shook and **SECONDED** by Commissioner Bell,  
That Dinner Bay Park remain as is except for the completion of the volleyball and  
badminton court and the fitness circuit as set out in the Five-Year Master Plan.  
**CARRIED**

7.1.3. Support for partnership with the school district

- Concerns were raised about MIPRC's involvement in a partnership.
- Commissioner Bell will communicate that the Pickleball Club can again contact MIPRC when the Club has found an appropriate space.

7.1.4 Support for the easement site next to the Community Centre

- The commissioners did not support MIPRC's involvement in securing a site, but will suggest the Club consider the school site as there appear to be some benefits.
- It was noted that CRD Regional Parks will not permit the development of pickleball courts in Mount Parke and the new Mount Parke areas.

5.2. Committees

5.2.1. Parks Master Plan

- The Plan is with CRD and waiting response.
- Commissioners agreed to include some photographs including local art in the document in anticipation of online publication.

5.2.2. Memorial Plaques Committee

- Commissioner Askin will follow up with Justine Starke, CRD, in January to clarify process for memorials and contributions for park land acquisitions.
- The library enquired about a memorial tree for Ann Wright. Commissioners again discussed memorial pavers and Commissioner Bell will propose the idea to the library.

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Euper,  
That the Mayne Island Parks and Recreation Commission establish a land acquisition  
committee.  
**CARRIED**

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- Commissioners Askin and Euper will establish a new committee for acquiring land for community parks.

5.2.3. Sanitation Committee

- No concerns were raised and water tests are good.
- A recommendation was made for a chlorine injection system.

5.3. Parks

5.3.1. Miner's Bay

- a) Tree pruning
  - Commissioners agreed, as regular park maintenance, to prune the non-native cypress trees in the spring; they also encroach on the library's basement entry.
  - It was considered whether a memorial bench should be moved away from a tree which obstructs views. Commissioner Bell will raise this with the party objecting to the tree's location.
- b) Water system
  - Commissioner Shook will contact the contractor to discuss including a 30 gallon hot water tank and a water meter.
  - This item is deferred until the next meeting to receive and review an estimate.

5.3.2. Dinner Bay

- Fencing was completed with help from four ball club members and several hours welding time.
- Playground work expected to begin next week to move the pole, put drain tiles in and build concrete forms. The zip line should be done by mid-January. Commissioner Shook will purchase the necessary materials.
- The removal of trees on the disc golf course was discussed. If the big fir tree is dropped on the beach, the fire department can have it for firewood charity sales while other large material will be left for decomposition (forest progression).
- It was reported that the softball room was broken into and bats were stolen. The commissioners discussed creating a license agreement for the Lion's building. Commissioner Bell will investigate this further.
- Adachi pavilion contents inventory is pending with Commissioner Shook and Bill Warning.

5.3.3. Japanese Garden

The Christmas light display is cancelled.

5.3.4. Village Bay

Commissioner Askin is waiting for a response to his request for a date for the wishing well build.

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5.3.5.Cotton Park/ Don Herbert Park

- A written report (attached) was received for information.
- Assessment of Don Herbert Park was done by Brian Henneberg, Arborist.

5.3.6.Emma and Felix Jack Park

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
That the Emma and Felix Jack Park sign be replaced with a new sign as per the quote  
provided by D. Grant in the amount of \$800.00.

**CARRIED**

5.3.7.Trail Network Development/Youth Employment Program

- A written report (attached) was received for information.
- Trail guardian safety protocol development is deferred to another meeting date.
- No new reporting for beach access on Laura Point Road.
- Commissioner Askin will contact the contractor to remove the tree on Wilks Road.

**6. Correspondence**

- 6.1. Emails with CRD and AMIB regarding Letter of Understanding for boat ramp maintenance
- 6.2. Request to use Miners Bay Park gazebo for Parade of Lights
- 6.3. Email from Mayne Island Pickleball Club regarding establishing permanent courts and support
- 6.4. Emails with CRD regarding insurance coverage for workers under the Youth Employment Program
- 6.5. Telephone call regarding break-in of the baseball equipment storage shed at Dinner Bay Park
- 6.6. Emails with Library staff regarding planting of memorial tree

**7. New Business**

- 7.1 Mayne Island Pickleball Club – Letter of Support; Location; Funding  
(Moved to last item under 5.1 Administration)

**8. 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**

**9. Rise and Report**

Mayne Island Parks and Recreation Commission will recommend to CRD the appointment of  
Adrian Wright as a commissioner.

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**10. Meeting Adjournment**

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

The meeting ended at 4:41 pm.

Debra Bell

original signed January 14, 2021

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**CHAIR**

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**DATE**

Lauren Edwards

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**RECORDER**

Cotton Park Report for the period November 13 - December 10, 2020

1. Large arbutus tree fell from D. Maude's property onto Cotton Park on the corner nearest the eagle nesting tree. Fairly major clean-up required - ongoing. Did not reach the lawn area. Looks like a natural bridge over the edge of the shoreline.
2. Islands Trust meeting November 30, 2020 addressed the rezoning of the park to Community Park (P) zone. Received third reading including site specific restrictions of no buildings or structures greater than the existing 474 square feet.
3. Islands Trust will request CRD to conduct an archaeological impact assessment; CRD does not perform assessments for educational purposes.
4. A First Nation contacted CRD concerned that the park would be developed into a tourist destination for weddings. Follow-up and potential site visit to be arranged.
5. Met with stone mason regarding work on the boulder; hopefully to be completed by year end.
6. Lawns top dressed with soil and sand. Concerns expressed that this was damaging to moss in the lawn. Contacted R. Underhill, biologist, Mayne Island Conservancy who had no concerns if the area is to be left as an open area to accommodate visitors. He recommended parks should identify areas that are to be 'conserved' however this particular lawn area was not one he would focus on.
7. Started work on flagstone path in Circle Garden.
8. Gardens tidied with help from L. Brown and J. Siemens.
9. Native plant guardians working on huckleberry; salal and brush tidy up.

Don Herbert Park Report

1. Pocket park tree assessment performed and report received. Due to safety issues remedial work ordered and completed.

Submitted by Debra Bell



Trail and Network Development Report for December 2020

This is, I'm afraid, more of a non-report. Because of the high transmission rate for Covid-19 on the Lower Mainland & the lack of restrictions on travel between here and there, we've declared a stop work on the Felix Jack Road/Kim Road ROW project and on the linking trail through Mary Jeffery Park. The stop work order also applies to the youth employment projects at Dinner Bay Park and Conconi Reef Park. (I was shocked to hear about the pandemic outbreak at the Saan-Pen hospital where I was a patient early in the year).

On the plus side, our wonderful trail guardian, Bill Duggan, has done thorough trail patrols at Henderson Park & Plumper Pass Park and reported everything is in good order (except for a blowdown close to Kim Road).

A problem for solution is how do we handle smaller blowdowns on our trails when Matt Bolla's minimum charge for a call-out is \$200.00? (Isl. Arborist & Josh Howieson may charge less).

Submitted by,  
Peter Askin TNDC

**MAYNE ISLAND PARKS AND RECREATION COMMISSION**  
**Treasurer's Report November 1 - 30, 2020**

<b>(A) Operating Funds</b>	<b>Dinner Bay</b>	<b>Miner's Bay</b>	<b>Cotton</b>	<b>Village</b>	<b>Henderson</b>	<b>Trails</b>	<b>Janitorial Plumbing</b>	<b>CRD Charges</b>	<b>Other</b>	<b>Total</b>
<b>Opening Budget 2020</b>	<b>9000</b>	<b>6000</b>	<b>5000</b>	<b>3000</b>	<b>4000</b>	<b>7000</b>	<b>22000</b>	<b>10000</b>	<b>15525</b>	<b>81525</b>
<b>Remaining Budget November 1, 2020</b>	<b>497</b>	<b>2204</b>	<b>3347</b>	<b>1846</b>	<b>3835</b>	<b>5123</b>	<b>2303</b>	<b>4426</b>	<b>8876</b>	<b>32457</b>
Revenue										
<b>Expenses</b>										
island arborist / WCB correction	-6					100				
Home Hardware - pumphouse/garden	86		56							
Island health - septic plans	25									
CRD standard overhead allocation								240		
BC Flag		75								
Village Bay Improvement Association									1950	
Recording secretary October									209	
WCB - secretary October									4	
Flagstone			51							
Alea - ad for commissioner									93	
Janitorial, Nov. 1-15, mileage							841			
Janitorial Nov. 16 - 30, mileage							841			
WCB - janitorial October/November							26			
Janitorial supplies							83			
Certificate frames									32	
Warning Maintenance - Dinner Bay	125									
Warning Maintenance - Miners Bay		100								
<b>Total Expenses</b>	<b>230</b>	<b>175</b>	<b>107</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>1791</b>	<b>240</b>	<b>2288</b>	<b>4931</b>
<b>Remaining Budget</b>	<b>267</b>	<b>2029</b>	<b>3240</b>	<b>1846</b>	<b>3835</b>	<b>5023</b>	<b>512</b>	<b>4186</b>	<b>6588</b>	<b>27526</b>

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

**(B) Donated Funds**

<b>Japanese Garden</b>			
Opening Balance November 1, 2020			15822
Total Deposits	Nil		
Sunny Mayne Bakery		216	
CRD standard overhead allocation		59	
Total Expenses		275	275
Closing Balance November 30, 2020			15547

**Putting Green/Disc Golf/Adachi**

Opening and Closing Balance November 1/30, 2020	357
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**(C) Recreation Funds**

Opening Balance November 1, 2020	8579
Less: CRD Standard overhead allocation	118
Closing Balance November 30, 2020	8461

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

Opening Balance November 1, 2020	69257
Closing Balance November 30, 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	6856
CX.109.2011.66 Dinner Bay Playground	12456
CX.109.2011.88 Dinner Bay Playground/fields upgrade (CWF)	30000
CX.109.2012.81 Dinner Bay Septic	5339
Total allocated capital	71310