



## Adopted Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Mayne Island Community Centre on February 11, 2021

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**Present:** Debra Bell (Chair)      Peter Askin (Vice Chair)      Veronica Euper (telephone)  
Adrian Wright      Lauren Edwards (Recorder)

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

The meeting was called to order at 3:03 pm

### 1. Territorial Acknowledgement

It was acknowledged that the meeting was held on the traditional territory of the Coast Salish First Nation people.

### 2. Approval of Agenda

It was agreed to defer items 5.4.4(c) and 7.1 to the next meeting.

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

**CARRIED**

### 3. Adoption of Minutes of January 14, 2021

**MOVED** by Commissioner Wright and **SECONDED** by Commissioner Askin,  
That the minutes of January 14, 2021 be approved as presented.

**CARRIED**

### 4. Chair's Remarks

None

### 5. Reports

#### 5.1. Treasurer's Report

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright,  
That the Treasurer's report for the period December, 2020 be approved as amended.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin,  
That the Treasurer's report for the period January 1, 2021 – January 31, 2021 be approved as presented.

**CARRIED**

**Mayne Island Parks and Recreation Commission**  
**Adopted Minutes for February 11, 2021**

5.2. Follow-Up Action Report

- 5.2.1. Suggestions for special sessions  
Deferred until April meeting.

5.3. Committees

5.3.1. Parks Master Plan

- a) The Master Plan and the Official Community Plan

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper,  
That the Mayne Island Parks and Recreation Commission request the Islands Trust to amend the Mayne Island Official Community Plan to remove the Mayne Island Parks and Recreation Commission Master Plan as it is no longer in effect. The replacement plan, Mayne Island Parks and Recreation Commission Master Plan 2021 – 2025, is not to be included in the Mayne Island Official Community Plan to allow for flexibility in updating the plan.

**CARRIED**

**Opposed:** Commissioner Askin

**Abstained:** Commissioner Wright

- b) Distribution to First Nations

Commissioner Bell will distribute the Parks Master Plan to approximately 13 interested First Nations.

5.3.2. Sanitation

- a) Library water system status

- Commissioner Bell reported that discussions are being held with Stream Line Plumbing to complete the work.
- Vancouver Island Health Authority has approved the proposed work.
- An estimate is expected in about two weeks.

- b) Janitorial matters including contract renewal; smoking

- Contract discussed in closed session.
- Vinyl no smoking signs will be posted and a smoke alarm may be installed in the men's washroom.

5.3.3. Land Acquisition

- a) Update

- An email from Justine Starke, CRD, was circulated which indicates that CRD does have provision for the Commission to have a land acquisition fund.
- Discussed land acquisition from memorial donations and fundraising campaigns as well as engaging assistance from Mayne Island Conservancy Society.
- No new committee is necessary.

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5.3.4. Youth Employment Program- Report received for information (attached).

5.4. Parks

5.4.1. Miner's Bay - Report received for information (attached)

- a) Tree pruning of non-native cypress  
Commissioners Wright and Shook will discuss the issue with the arborist and obtain an estimate.

5.4.2. Dinner Bay

- a) Playground update  
Two concrete pours are complete and two new pieces of equipment were delivered.
- b) Geotechnical firm update  
Anticipate the assessment will be done next week.
- c) Lions' building agreement
  - MIPRC information indicates a 10-year timeframe for agreement renewal.
  - CRD will investigate their records.
  - The objective is to put in place an agreement for the Lions building.
- d) AMIB and storage room  
The Association of Mayne Island Boaters agreed to remove their items from the storage room and they were asked to discuss this issue with Commissioner Shook.

5.4.3. Japanese Garden

Nothing to report.

5.4.4. Village Bay

- a) Wishing well decision  
If the structure is not installed by the end of March, alternative plans will be made.
- b) Wooden Bridge
  - It was proposed to investigate the cost to remove the two wooden bridges and install culverts covered with gravel.
  - Commissioner Euper will review the Dalton maps.
  - Commissioner Bell will discuss with CRD.
- c) Seaweed removal  
Deferred

5.4.5. Cotton Park / Felix Jack Park - Report received for information (attached)

5.4.6. Henderson Park

- a) Fallow deer committee update  
It was agreed that this item will be discussed at the next meeting.

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5.4.7. Trail Network Development and Pocket Parks - Report received (attached) for information

- a) Trail guardian safety protocol  
Deferred to next meeting.
- b) Commercial general liability insurance for volunteer  
Commissioner Askin will ask if the volunteer who uses his equipment for trail development already has CGL insurance.
- c) Update on meeting with CRD re: Village Bay – Miners Bay trail  
Commissioner Askin did not attend the meeting, but will distribute the minutes and email received.

**6. Correspondence**

- 6.1. Emails to/from Mayne Island Pickleball Club regarding potential location of courts at school and MIPRC letter of support.
- 6.2. Telephone inquiry by contractor regarding use of Village Bay Boat Ramp. Not proceeding.
- 6.3. Emails to/from CRD regarding land acquisition fund
- 6.4. Emails to/from AMIB regarding dinghies, Tide Table and storage room

**7. New Business**

- 7.1. Discussion and development of policy regarding disposal of trees  
Deferred.
- 7.2. Anson Road developments including use of boat ramp
  - It was reported that the CRD supports continued collaboration between MIPRC and SGI Harbour Commission and that the CRD offered to pursue a cost sharing agreement for what is considered an asset retained under MIPRC.
  - Communications will be reviewed and this item will be brought forward for further discussion.

**8. Motion to Close the Meeting in accordance with Community Charter (if any)**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Wright ,  
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 (If any)**

None

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**10. Meeting Adjournment**

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

The meeting adjourned at 4:40 p.m.

Original signed by Debra Bell

March 11, 2021

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**CHAIR**

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**DATE**

Original signed by Lauren Edwards

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**RECORDER**

The gazebo is in need of TLC shortly. Rotting beams etc. and poor rainwater management. Also:

1. Picnic tables showing deterioration, one repaired last week.
2. No communication received regarding tree planting request.

Submitted by Adrian Wright

Cotton Park:

- Most of the arbutus branches hauled away
- Spoke to Emcon for the third time about filling the pothole at the driveway entrance. Advised it would be done soon but an opportunity came up to have delivered a 1/2 yard of road base so took it and the hole is filled (for now).
- Plaque is installed
- Additional flagstone for circle garden purchased and ready for laying
- Orca Trail patrolled

Felix Jack Park:

- The park sign toppled over and has been placed in the understory to rot by the park guardian. New sign expected to arrive March/April
- Old bench removed and Gareth has built a new one to be installed when it warms up
- Park guardian has raised the issue of possibly rezoning to 'passive park'

Submitted by Debra Bell

- (1) Steps were installed on the last 20 feet of the pond spur trail in Henderson Park. Thank you to Bill Duggan for his help.
- (2) We also constructed a run-off ditch from the pond, now 100% full. (Thank you Bill).
- (3) Two sections of boardwalk totaling 20 feet were installed on the Kadonaga Beach Access trail. Thank you Bill Duggan, Adrien Wright, Gareth Gwilliam and Debra Bell for your help.
- (4) Eight youth from four islands, Mayne, Pender, Galiano and Saturna completed the upgrade of the 68 metre section of the Ed Williams trail in the SW corner of Dinner Bay Park on Feb.8th., and pursuant to the youth employment grant program. (As this was their last day in the program, the other project involving an upgrade of the viewpoint trail in Conconi Reef Park will have to wait for a month or two). Thank you also to Irene Barrett from MIPATA for assisting with this project.
- (5) Bill Duggan completed patrols of the Vulture Ridge, Doreen McLeod trail and the PED ROW in Henderson Park. All are in good order.
- (6) A huge dangerous arbutus tree in Conconi Reef Park was taken down and bucked by Isl. Arborist, Brian Henneberg.
- (7) The TNDC is having an active discussion with Stephen Henderson, CRD Real Estate, concerning the recent acquisition of Lot #7 in Glen Echo. The maps I received from Debra and Stephen indicate the scope of the lot is much bigger than I'd previously understood, and has ramifications for the Plumper Pass Viewpoint, and how our park will connect with the new, expanded regional park.
- (8) Though not of direct concern to the TNDC/MIPRC, Dean MacKay, owner of Punch's farm will be having a trail network on the upper forty acres of the farm. The trail system will go from Gallagher Bay road and provide access to/from the John Halliday Park in Mt. Parke Regional Park. The trails (roughly one kilometre) will be on a system of fire roads. I believe this is both a community service by Mr. MacKay, and a recognition of the reality of hikers on the Mt. Parke Park trails looking for additional hiking opportunities and going onto his property. I was there for the initial look and for the mapping done by MICS. This is by way of information.

Submitted by Peter Askin, TNDC



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

<b>(A) Operating Funds</b>	<b>Dinner Bay</b>	<b>Miners 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 December 1, 2020</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>
Revenue - Interest income									175	175
<b>Expenses</b>										
Tree work - Don Herbert						216				
Tree work - Conconi Reef						250				
CRD standard overhead allocation								240		
CRD real estate department	66		199			33				
BC Hydro - to December 11	117		13							
Meeting - CRD & Sustainable SDPC									99	
Recording secretary November									171	
WCB - secretary November									4	
Recording secretary December									209	
WCB - secretary December									4	
Meeting room - Dec. 10									25	
Meeting expense - Dec. 10									192	
Janitorial, Dec. 1 - 15, mileage							678			
Janitorial Dec. 16 - 31, mileage							671			
WCB - janitorial December							21			
Tipping fee - Journey's End						30				
Printing - Certificate/ Tide table									234	
MIBC - garden/stairs/trail signage			43		218	126				
Warning Maintenance - Dinner Bay	130									
Warning Maintenance - Miners Bay		100								
<b>Total Expenses</b>	<b>313</b>	<b>100</b>	<b>255</b>	<b>0</b>	<b>218</b>	<b>655</b>	<b>1370</b>	<b>240</b>	<b>938</b>	<b>4089</b>
<b>Remaining Budget</b>	<b>-46</b>	<b>1929</b>	<b>2985</b>	<b>1846</b>	<b>3617</b>	<b>4368</b>	<b>-858</b>	<b>3946</b>	<b>5825</b>	<b>23612</b>

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

**(B) Donated Funds**

<b>Japanese Garden</b>		
Opening Balance December 1, 2020		15547
Interest income	114	
Deposit - Dec. 7	435	
Deposit -Dec. 31 - garden panels (\$200 +\$200 + \$200)	600	
Total Deposits	1149	1149
Alea - Lights ad	45	
MIBC - lights	55	
LED lights - reimburse I. Marsh	428	
BC Hydro - to Dec. 11	122	
CRD standard overhead allocation	59	
Total Expenses	709	709
Closing Balance December 31, 2020		15987

**Putting Green/Disc Golf/Adachi**

Opening and Closing Balance December 1/31, 2020	357
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**(C) Recreation Funds**

Opening Balance December 1, 2020	8461
Add: Interest income	60
Less: CRD Standard overhead allocation	118
Closing Balance December 31, 2020	8403

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

Opening Balance December 1, 2020	69257
Interest Income	516
Closing Balance December 31, 2020	69773

**(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

**MAYNE ISLAND PARKS AND RECREATION COMMISSION**  
**Treasurer's Report January 1 to January 31, 2021**

[illegible]

81525

4828

76697

**MAYNE ISLAND PARKS AND RECREATION COMMISSION**  
**TREASURER'S REPORT JANUARY 1 - JANUARY 31, 2021 cont'd**

**(B) Donated Funds**

**Japanese Garden**

Opening Balance January 1, 2021	15987
Plus: Adjustment to reconcile to CRD	166
Plus: Deposits - \$40 + \$100 + \$50	190
Less: CRD overhead allocation (estimate)	60
Closing Balance January 31, 2020	16283

**Putting Green/Disc Golf/Adachi**

Opening and Closing Balance January 1/31, 2021	357
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**(C) Recreation Funds**

Opening Budget January 1, 2021 - Estimate	33000
Plus: Unused 2020 Funds per CRD	8174
Less: CRD overhead allocation (estimate)	120
Closing Balance January 31, 2021	41054

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

Balance carried forward from December 31, 2020	69773
Plus: Adjustment to reconcile to CRD	429
Unused 2020 Operating Funds per CRD	23774
Closing Balance January 31, 2021	93976

**(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
Alea - playground equipment manual	14
CX.109.2011.88 Dinner Bay Playground/fields upgrade (CWF)	30000
Home Hardware - form materials	1493
Navy Jack	1975
CX.109.2012.81 Dinner Bay Septic	5339
Total Allocated Capital	67828