



Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Community Centre on March 10, 2022 at 3 pm.

PRESENT: Michael Kilpatrick (Acting Chair) (Vice-Chair)
Debra Bell (Chair/Treasurer - by telephone)
Peter Askin
Adrian Wright
Jane Schneider
Veronica Euper
Kestutis Banelis

STAFF PRESENT: Lauren Edwards (Recorder) Kat Ferneyhough, CRD Liaison

GUEST Spencer Reid

ABSENT: David Howe, Director, CRD, Southern Gulf Islands

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

1. Territorial Acknowledgement

It was acknowledged that the meeting was held on the traditional lands of the Coast Salish First Nations people.

2. Approval of Agenda

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

3. Adoption of Minutes of February 10, 2022

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Wright,
that the minutes of February 10, 2022 be approved as presented.
CARRIED

4. Vice-Chair's Remarks

None

5. Reports

Mayne Island Parks and Recreation Commission
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5.1. Treasurer's Report

5.1.1. Treasurer' Report for the period February 1 - 28, 2022

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that the Treasurer's report for the period February 1 – 28, 2022 be approved as presented.

CARRIED

5.1.2. Hydro charges for Christmas Tree lights
The lights charge was \$400 this year.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

a) Occupational Health and Safety (OHS)

Commissioner Banelis reported on the progress of issues related to OHS:

- He created a draft outline of OHS regulations for review.
- A sign needs to be put on the tractor shed advising that the door must be left open when refuelling.
- Eyewash station location needs to be determined.
- He has requested guidance from CRD regarding the draft outline for a Safety Program.
- Discussion occurred regarding a template and whether CRD policies could be shared between parks. Kat Ferneyhough, CRD, will enquire on this matter.
- OHS remains on the action list.

b) Water treatment

Commissioner Banelis reported that Dinner Bay and Miners Bay water emergency response plan requires annual update. This will be reported on at the next meeting.

c) Miscellaneous:

- Clarification was provided that MIPRC is requesting that Islands Trust remove the Master Plan from the OCP
- Backing board at Miners Bay – no news
- Dinner Bay – Oven repair underway
- Garage account gas purchase – Commissioner Banelis will follow up.

5.2.2. Review and Approve Supplement to the Commissioner's Handbook

- Commissioner Schneider reported on the progress and circulated an updated supplement for review.
- This item will remain on the Follow-up Report.

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5.2.3. Trail/parking lot tree and safety assessment program

- Discussion occurred and it was clarified that the dangerous tree and safety assessment is part of the Supplement to the Commissioner's Handbook and that the requirement is to have a documented plan with completion dates and the names of the commissioners and arborists involved in the assessments.
- Further discussion occurred regarding compiling this information, the guiding policy and the involvement of Ross Cameron, CRD Risk Management Branch.
- Discussed creating a policy statement and forms.

5.2.4. Commissioner orientation feedback

Feedback was provided and it was reported that a Treasurer's orientation is scheduled in early April.

5.2.5. Upcoming events/park activity plan/updated application

Commissioner Schneider reported on the items: Early Childhood Society event, Easter egg hunt; photo walk for April 10th in the Japanese Memorial Garden, disc golf event application received and new insurance rate schedule expected in May.

5.2.6. Commissioner Retreat – changing demographics/PR in community and powers/other suggestions

- Commissioner Euper reported that the significant increase in population and changing demographics on Mayne Island may influence MIPRC's ability to access tax dollars to better meet the community's parks and recreation needs.
- This item will be added to the discussion list and a CRD representative will be invited to provide input.
- Commissioners will continue to send emails to Commissioner Bell regarding topics for discussion.

5.2.7. Meeting location commencing in April

There was consensus that the next two meetings be booked at the Community Centre.

5.3. Committees

5.3.1. Land Acquisition

Commissioner Euper reported that she sent notes in draft form to committee members and that she will be in touch with committee members to discuss next steps.

5.3.2. Information Technology

a) Website; organization chart; document repository

Commissioner Kilpatrick reported he has requested a telephone line and an email address for MIPRC. The website can then be further developed.

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- b) E- transfer update
No discussion.

5.3.3. Fitness Track

- a) Material Pricing / accessibility
 - The material pricing for 6' wide U-shaped 3/8" crushed stone track (from Adachi Pavilion down across the shore and back up on south side through the horseshoe pit ending at parking lot) is \$11,544 taxes included with no labour or machine cost.
 - Commissioner Banelis will investigate accessibility guidelines.
- b) Position report; discussion re: location of equipment
 - It was reported that comments were received and that not all users wish to view the playground while working out.
 - Once information is gathered a package will be circulated with a number of options presented for consideration.
- c) Feedback from MayneLiner request for input
It was reported that feedback received was on surface preference for walking/running trails.

5.3.4. Sanitation

- a) Advertisement for janitorial contractor
Commissioner Bell reported the position was posted and one enquiry was received.
- b) Washroom closure for maintenance
Commissioner Banelis will get in touch with painter and Commissioner Schneider will put up the posters.
- c) Miners Bay washroom vandalism
 - Discussed options to address the ongoing vandalism and the impact on the Park's budget.
 - Commissioner Bell will write to the Chamber of Commerce for support of operating washroom facilities and possibly closed and locked hours.

5.4. Parks

5.4.1. Miners Bay

- a) UV light update
 - Commissioner Wright reported the sensor lens was ordered.
 - Commissioner Bell will follow up with Red Williams Drilling regarding brushing and bailing the well.

- b) Library heat pump approval
The letters from the library to the commission and to David Howe were circulated.
MIPRC will be contacted about equipment location.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission approve the letter and approach that the Mayne Island Reading Centre Society has given Mayne Island Parks and Recreation Commission for the heat pump and recommend that Capital Regional District's Real Estate Services approve it.

CARRIED

- c) Bandstand floor repair
Experienced person is required for laying pavers.

5.4.2. Dinner Bay

- a) Donation box policy
Commissioner Banelis will manage the boxes and create a sign that states donations go to MIPRC to help support the putting green and disc golf.
- b) Water tank
This will be addressed in the warmer weather and the tank will be repaired.
- c) Easter celebration
 - MIPRC will provide the candy and Lions will manage the event which should be planned for 200 children.
 - Commissioner Schneider will liaise with Lions.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission support the Easter egg hunt organized by the Lions and back the venture financially.

CARRIED

5.4.3. Japanese Memorial Garden

- a) Art Show details
Commissioner Kilpatrick reported that:
 - The art show is to be held July 24th starting at 8:00 am and ending at 6:00 pm.
 - It is sponsored by MIPRC together with volunteers of Japanese Memorial Garden.
 - It will be non-commercial with no pricing.

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- The intent is a celebration of the 20th anniversary of the Japanese Memorial Garden.
- Up to two original pieces can be displayed with at least one piece showcasing the Japanese Garden.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission will sponsor the Japanese Memorial Garden Art Show to be held on July 24, 2022.

CARRIED

- b) Olla educational display
- Information was circulated to commissioners.
 - 20 garden volunteers were interested in attending the lecture on this water conservation method.
 - The display is a large clay piece to be placed in a prominent location in the garden with an information panel.
 - There will be no company name and only a personal email address will be visible to get information.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission approve the installation of the olla educational display at the Japanese Memorial Garden, as presented by Kim Korol and Kristine Webber, as presented in their documents for the period of May 1 to August 1, 2022.

CARRIED

5.4.4. Cotton Park

- Fencing material for one garden was purchased.
- A dangerous branch was removed.
- A walk through of the Orca trail for dangerous tree assessment to be scheduled in April.

5.4.5. Emma and Felix Jack Park

Update re: Islands Trust meeting on Feb. 28, 2022; CRD position.

- It was reported that Islands Trust is moving forward on rezoning the park and sent it to the Islands Trust planner to develop the wording.
- Dan Rogers, Chair, LTC, advised that there will be a community information meeting and a town hall which will provide opportunity for input and consultation.
- It was reported that Commissioners Bell and Kirkpatrick discussed this issue with Justine Starke, CRD.
- It was commented that this high visibility site could be used to advance First Nations reconciliation.
- Commissioner Kilpatrick reported that he spoke with Rob Underhill, Mayne Island Conservancy who suggested that, currently, naturalization will result in unwanted weeds.

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- Discussed sending a letter to the LTC and include Dave Howe and Paul Brent, CRD.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the Mayne Island Parks and Recreation Commission send a letter to the Local
Trust Committee and the Islands Trust planner expressing concern regarding the
process and rezoning of Emma and Felix Jack Park.

CARRIED

Opposed: Commissioners Wright and Schneider

- 5.4.6. Anson Road/Pocket parks
Remediation work at Anson Road and native plant relocation update:
Commissioner Banelis will get together fencing figure for next meeting.
- 5.4.7. Village Bay Park
Commissioner Schneider reported that gravel was laid by several commissioners.
- 5.4.8. Conconi Reef Park
 - a) Geotechnical assessment
 - It was reported that the Ministry of Transportation will not be doing further geotechnical work in the area.
 - Discussed the possibility that CRD or the water district may be interested in assessing the area.
 - A site visit was proposed for commissioners.

At this point in the meeting Kat Ferneyhough, CRD Liaison, provided the following report before leaving the meeting:

- Justine Starke is searching for a previous hazardous material emergency plan.
 - She confirmed that an email address and a phone will be set up.
 - She reported that an external Sharepoint system has been set up.
- b) Danger tree assessment
 - Two trees were taken down.
 - Commissioner Banelis will contact Shaw regarding one on cable lines.
 - Based on the Limited Visual Tree Risk Assessment performed by island arborist, one large tree will be monitored.
 - c) Agreements with MPID and Hydro
Commissioner Bell will discuss with CRD real estate services.

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- 5.4.9. Trail Network Development
Report attached for information.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Banelis that the Mayne Island Parks and Recreation Commission approve the estimate by Brian Henneberg of island arborist #000109 dated February 18, 2022 to remove all the dangerous, broken, dangling and dead branches on the westernmost Douglas fir tree on the Naylor Road beach access in the amount of \$735.05 (including GST).

CARRIED

MOVED by Commissioner Askin and **SECONDED** by Commissioner Kilpatrick, that the Mayne Island Parks and Recreation Commission approve the estimate by Brian Henneberg of island arborist #000112 dated March 3, 2022 for the removal of dangerous trees and branches on the Doreen McLeod trail in Henderson Park in the amount of \$2,174.11 (including GST). The work should commence as soon as possible.

CARRIED

- 5.4.10. David Cove boat ramp

- The email exchanges with Dept. of Fisheries and Oceans, the Province and the CRD were forwarded to commissioners for information.
- Commissioners discussed and agreed that Commissioner Bell will advise the CRD on the support the commission will provide for David Cove and the Village Bay boat ramps.

6. Correspondence/Meetings

- 6.1. Email correspondence on CRD integrated transportation function and survey.
- 6.2. Continued correspondence with CRD re: boat ramp tenure renewal and DFO review.
- 6.3. Email correspondence from Saturna park commissioner regarding recreational activities.
- 6.4. Email correspondence from Mayne Island Reading Centre Society regarding heating system.
- 6.5. Email correspondence from janitorial contractor Roberto Gaudet.
- 6.6. Letter to Islands Trust Local Trust Committee regarding Emma and Felix Jack Park and correspondence with Mayne Island planner.
- 6.7. Email correspondence with CRD First Nations Relations regarding trail brochure. CRD advises not including First Nations names until an overall policy is developed for parks. Discussion re new text for inside flap and images can be put forward to the next meeting.
- 6.8. Email correspondence from residents concerning trees at Naylor Road beach access and Conconi Reef.

7. New Business

None

- 8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting.**

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8.1. Commissioner expression of interest

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Banelis, that the meeting be closed in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting.

CARRIED

9. Rise and Report (If any)

None

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 6:03 p.m.

Approved

April 14, 2022

Michael Kilpatrick, Acting Chair

DATE

Original signed by

Lauren Edwards, Recorder

ADOPTED

Trail Network Development Committee Report for March 10, 2022

Submitted by Peter Askin

A brief report on what's been happening since the last meeting:

(1) Patrols of the Henderson Park trail network, and several trees on the Vulture Ridge, Don Herbert and East Boundary trails, identified and addressed by Isl. Arborist (as previously reported).

(2) A recent assessment of Dangerous trees on the Doreen McLeod trail and the subject of a motion to be presented to the meeting on 03/10.

Thank you Kestutis and Adrian for your help overall & sorry for stealing your thunder as the Dangerous Tree Committee will also report.

(3) Remedial repairs on the steps on the Vulture Ridge trail by removing tripping hazards and replacing a step. (Thank you Adrian and Kestutis for your help).

(4) A thank you to our trail guardians on the Doreen McLeod trail, Alexis and Emanuel Boorsboom, for cutting & removing a large amount of Himalayan blackberry vines.

(5) Two yards of gravel were deposited at the end of Beechwood Drive to fill in the ruts on the service road leading into the park. Some gravel remains to be hauled on a day TBA. Thank you Kestutis, Jane and Adrian for your help.

(6) Looking ahead, plans are underway to construct a further boardwalk on the DM trail on a low spot adjacent to a seepage slope.

(7) The clean-up of the debris from the first round of work by Isl. Arborist at the Douglas fir on Naylor Road completed, and thank you Debra, Adrian and Kestutis for your help. The second round will be underway when the enabling motion is passed at the meeting on 03/10.

(8) The TNDC plan to install a sign on the foreshore at the end of the DM trail indicating "Briggs' Landing", which will correct an earlier oversight.

(9) The next phase of the search for dangerous trees on other trails (Plumper Pass Park, etc.) will continue when there's good break in the weather.

MAYNE ISLAND PARKS AND RECREATION COMMISSION
Treasurer's Report February 1 - 28, 2022

(A) Operating Funds	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails Other Parks	Janitorial Plumbing	CRD charges	Other	
Opening Budget 2022 - to come										
Expenses										
Insurance refund on trailer								-14		
Hydro to February 11, 2022	164		13							
Hardware	17					53				
Water system supplies		156								
Janitorial Feb. 1-15, mileage							651			
Janitorial WCB -est							12			
Janitorial Feb. 16 - 28, mileage							651			
Janitorial WCB - est							12			
Janitorial supplies							98			
Warning Maintenance	100	100								
Recording secretary for Jan.'22									143	
Recording secretary WCB est.									2	
Office & domain									138	
CRD O/H (\$26 Jan. + \$319 Feb.)								345		
CRD Labour in Jan \$656/ Feb \$35								691		
Well registrations	342	342	342							
Arborist			86		230	400				
Total Expenses	623	598	441	0	230	453	1424	1022	283	5074
	-623	-598	-441	0	-230	-453	-1424	-1022	-283	-5074

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT February 1 - 28, 2022 cont'd

(B) Donated Funds

Japanese Garden

Opening Balance February 1, 2022	18864
Less: CRD overhead allocation (Jan \$10 + Feb \$85)	95
Well registration	342
Hydro to February 11	688
Hardware	26
Adjustment to reconcile to CRD 2021 ending balance	120
Closing Balance February 28, 2022	17593

Putting Green/Disc Golf/Adachi

Opening /Closing balance February, 2022	734
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(C) Recreation Funds

Opening Balance February 1, 2022	14382
Less: CRD overhead allocation - (Jan \$41 + Feb \$177)	218
Adjustment to reconcile to CRD 2021 ending balance	784
Closing Balance February 28, 2022	13380

(D) Capital Funds (Unallocated)

Opening balance - February 1, 2022	110746
Less: Adjustment to reconcile to CRD 2021 ending balance	283
Closing balance - February 28, 2022	110463

(D) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument	4061
CX.109.2014.66 Cotton Park Fencing	3000
Fencing for driveway garden	248
CX.109.2009.66 Library Water System Upgrade	3178
CX.109.2011.66 Dinner Bay Playground	6409
CX.109.2011.88 Dinner Bay Playground/fields upgrade (CWF)	453
CX.109.2012.81 Dinner Bay Septic	5339
CX.109.2013.66 Miners Bay Bandstand	1329
Total Allocated Capital	23521