



Agenda for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on July 14, 2022 at 3 pm.

Call to Order

- 1. Territorial Acknowledgement - Peter**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of June 9, 2022**
- 4. Chair's Remarks**
- 5. Reports**
 - 5.1. Treasurer's Report
 - 5.1.1. Treasurer's Report for the period June 1 - 30, 2022 (attached)
 - 5.2. Administration
 - 5.2.1. Follow up Action Report (not covered elsewhere) (attached)
 - 5.2.2. Health and Safety concerns
 - 5.2.3. Review and Approve Supplement to the Commissioner's Handbook (attached)
 - 5.2.4. Danger Tree guidelines and list of completed assessments – Peter/Kestutis/Adrian
 - 5.2.5. Events – Michael (attached)
 - 5.2.6. Sponsored activities – Jane
 - 5.2.7. Commissioner Retreat
 - 5.2.8. Recreational Funding update – Veronica
 - 5.2.9. Zoom meeting on fallow deer – Michael
 - 5.2.10. Memorial plaques – location and Notice Board
 - 5.2.11. Volunteer BBQ – allocation of duties
 - 5.3. Committees
 - 5.3.1. Technology – Michael (attached)
 - 5.3.2. Fitness Track – Michael (attached)
 - 5.3.3. Land Acquisition – update and next steps
 - 5.3.4. Sanitation
 - a) Chamber of Commerce update
 - 5.4. Parks
 - 5.4.1. Miners Bay – Adrian
 - 5.4.2. Dinner Bay – Kestutis
 - 5.4.3. Japanese Memorial Garden – Michael
 - 5.4.4. Fred & Bette Cotton – Debra (attached)
 - 5.4.5. Emma and Felix Jack – Debra (attached)
 - 5.4.6. Village Bay - Jane
 - 5.4.7. Trail Network Development/Henderson – Peter (attached)
 - 5.4.8. Village Bay and David Cove boat ramps
 - a) Input from commercial user and customers

Mayne Island Parks and Recreation Commission
Agenda for July 14, 2022

6. Correspondence/Meetings

- 6.1. Telephone conference with commercial user of boat ramp and customer feedback.
- 6.2. Meeting with the Chamber of Commerce re: support request.
- 6.3. Zoom meeting with a variety of participants regarding the fallow deer problem.
- 6.4. Email correspondence with Mayne Island Reading Centre Society and related parties regarding grant application for heat pump.
- 6.5. Correspondence with Regional Parks regarding Mayne Island Early Childhood Society request for a tent in Mary Jeffery Nature Appreciation Park during heat dome.
- 6.6. Correspondence and incident report regarding trees falling near the Ed Williams trail and condition of the trail.
- 6.7. Correspondence with CRD, Risk and Insurance regarding letter agreement for indemnification by frequent event holder.
- 6.8. Emails and correspondence regarding a variety of special event park bookings.

7. New Business

- 7.1. Funding issues by Mayne Island Reading Centre Society for new heat pump
- 7.2. Assessment of progress on 5 Year Master Plan – Veronica (may be deferred depending on timing)

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.

9. Rise and Report

10. Meeting Adjournment



**Minutes of a Meeting of the Mayne Island Parks and Recreation Commission
Held on June 9, 2022 in the Mayne Island Community Library**

PRESENT: Debra Bell (Chair/Treasurer) Michael Kilpatrick (Vice-Chair)
Peter Askin
Adrian Wright Veronica Euper
Jane Schneider Kestutis Banelis
Lauren Edwards (Recorder)

ABSENT: Paul Brent, A/Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

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

2. Approval of Agenda

Added to New Business:

An email received from the Mayne Island Early Childhood Society requesting they be permitted to set up a tent in Mary Jeffrey Park.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright
that the agenda be approved as amended.

CARRIED

3. Adoption of Minutes of May 12, 2022

MOVED by Commissioner Euper and **SECONDED** by Commissioner Askin,
that the minutes of May 12, 2022 be adopted as presented.

CARRIED

4. Chair's Remarks

Chair Bell expressed thanks for Director Howe's support over the last 11 years including his support for the new tractor and the playground renovation. The Mayne Island Park Commissioners wish him the best and they welcome Director Paul Brent. Chair Bell also expressed thanks and appreciation to the Japanese Memorial Garden volunteers for all of the work they have done at the library which was over and above the call of duty.

5. Presentation

Lauren Edwards relayed some information from the CRD Minute Taker Orientation, including:

- The timeline for providing the agenda prior to the meeting is three days for the public posting and four days to commissioners.
- The CRD Liaison will be included in the email distribution list for the minutes in order to support the archiving of documents.

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- Correspondence and emails received by MIPRC do not accompany the public agenda package, but are provided separately to commissioners.
- Kat Ferneyhough can provide a template which will align with CRD branding if interested.

6. Reports

6.1. Treasurer's Report for the period May 1 -31, 2022

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
that the Treasurer's report for the period May 1 to 31, 2022 be approved as presented.
CARRIED

6.2. Administration

6.2.1. Follow up Action Report (not covered elsewhere)

- Discussed and confirmed upcoming MayneLiner publication and FaceBook postings.
- Report provided on the progress of the new dock. The vegetation will be planted in September.
- The hiking & walking trail brochure is in progress.
- Discussed creating a shared online calendar to support scheduling for monitoring and management of tree safety assessments and other tasks. Commissioner Askin will provide a listing of completed assessments and Commissioner Kilpatrick will investigate project management software.

6.2.2. Occupational Health and Safety

- It was reported that Miners Bay is the only site with stored chemicals and accompanying safety data sheet in accordance WHMIS.
- Bill Warning will investigate the tank which is not labelled and update the Water Emergency Response Plan.
- Discussed WCB responsibilities and that MIPRC will comply with WHMIS with assistance of Bill Warning.
- It was reported that the monthly meeting should include time to discuss safety concerns and that safety practices should be discussed with volunteers.
- The investigation of OHS requirements with CRD is complete and anything further would be for discussion at the Commonality Meeting.

6.2.3. Review and Approve Supplement to the Commissioner's Handbook
Deferred until next month.

6.2.4. Danger Tree safety policy statement and guideline re: felled trees; assessment
program/guidelines

Received for information:

- Appendix 10 - Hazard Tree Management Policy Statement (attachment to agenda)
- Assessment of Parks and Trails – Schedule of Review (attachment to agenda)

Discussion occurred and included:

- A draft Felled Trees Guideline prepared for review.

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- In summary of the discussion and email with CRD, general headings should include ecological health, hazards near roads, resources, fire hazard, number and size of felled trees.
- The Danger Tree Committee will review the document.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Kestutis, that Mayne Island Parks and Recreation Commission approve the Hazardous Tree Policy Statement, Appendix 10 to the Commissioners Handbook.

CARRIED

6.2.5. Events

Events Report dated 05 June 2022 was received for information.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Schneider, that the special event application for a graduation potluck dinner at the Adachi Pavilion on June 17, 2022 be approved.

CARRIED

6.2.6. Sponsored activities/ Canada Day

- It was reported that TruValu will donate ice-cream, soda, an outside freezer and ice for the Canada Day celebration. Commissioner Schneider will discuss the event with the Lions.
- Volleyball drop in starts the end of June.
- Baseball begins on June 15th.

6.2.7. Commissioner Retreat – additional topic suggestions

It was agreed that the retreat be postponed to July 15th.

6.2.8. Recreational Funding update

It was reported that 25 applications went out this week.

6.2.9. Dave Bentham Award Motion

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis, that Mayne Island Parks and Recreation Commission approve the Dave Bentham Award in the amount of \$300 to this year's recipient as advised by School District #64.

CARRIED

The award will be presented on June 23, 2022.

6.3. Committees

6.3.1. Technology Report

Nothing to report

6.3.2. Fitness Track – Michael

Fitness Track Development Report dated 06 June 2022 was received for information

- It was agreed that commissioners will do a site visit on July 14th @ 1:30 and discuss the equipment placement. Tim Begley's input is also sought.

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6.3.3. Sanitation

It was discussed if MIPRC needed to participate with respect to the Campbell Bay Music Festival.

6.4. Parks

6.4.1. Miners Bay

- Bandstand floor repair – Commissioner Banelis will discuss with Lance Shook and report back.
- The UV light is working.
- Library heat pump – there is no update.

6.4.2. Dinner Bay

Dinner Bay Park Report dated June 5, 2022 was received for information.

- A playground equipment piece is being welded for repair.
- Water tank is not leaking.
- The window was installed in the Pavilion.
- Commissioner Banelis will complete the playground inspection reports.

6.4.3. Japanese Memorial Garden

Japanese Memorial Garden Report dated 05 June 2022 was received for information.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Askin, that Mayne Island Parks and Recreation Commission approve the expenditure of \$711.20 for the purchase of 3450 spring bulbs.

CARRIED

6.4.4. Fred & Bette Cotton

New fencing installed on the driveway garden.

6.4.5. Village Bay

- Work party planning underway.
- Commissioner Banelis will assist with cutting grass.

6.4.6. Trail Network Development/Henderson – Peter

Trail Network Development Committee/Dangerous Tree Committee/ Henderson Park Report was received for information.

- The work party at Kippen Rd was a success and the volunteers were commended.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Kilpatrick, that the Mayne Island Parks and Recreation Commission approve the estimate by Mat Bolla of Dr. Daylight Contracting Ltd. for the removal of dangerous trees and branches at Cotton Park (primarily on the Orca Trail) in the amount of \$1,785.00 (including GST) # EST-000416. The work should commence as soon as possible.

CARRIED

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MOVED by Commissioner Askin and **SECONDED** by Commissioner Bell, that the Mayne Island Parks and Recreation Commission approve the estimate by Brian Henneberg of Island Arborist for the removal of dangerous trees and branches at Village Bay Park in the amount of \$732.05 (including GST) # EST-000128. The work should commence as soon as possible.

CARRIED

6.4.7. Village Bay and David Cove boat ramps

- Use of the boat ramp will carry on as usual.
- Signage is being worked on with Mayne Island Association of Boaters and will be brought forward for review.

7. Correspondence/Meetings

- 7.1. Continued correspondence/conference with CRD re: boat ramp tenure renewal and commercial use.
- 7.2. Email correspondence with Association of Mayne Island Boaters regarding repair work at Village Bay boat ramp.
- 7.3. Email correspondence with the Chamber of Commerce re: presentation of support request.
 - Commissioner Kilpatrick will make a presentation at the meeting on June 21st.
 - A letter to be sent in advance.
 - Discussed issues with having a drinking fountain.
- 7.4. Email correspondence regarding rumours in regards to Mayne Island Pickleball Club and signed "MIPRC Board".
 - MIPRC will address facts.
 - In October 2021, MIPRC took a "field trip" to a small park on Beechwood Drive to familiarize commissioners with that park.
 - Apart from generating some discussion, no further action was taken.
 - MIPRC minutes are correct and do not require correction.
- 7.5. Email correspondence with CRD archaeologist regarding danger trees in Cotton Park and Village Bay Park. Approval received to proceed without further consultation.
- 7.6. Email correspondence from J. Starke, CRD re: Occupational Health and Safety and WHMIS requirements for MIPRC.
- 7.7. Email correspondence with CRD, Risk and Insurance and completion of 2022 Insurable Property and Asset Review document.
- 7.8. Email invitation from J. Dodds, Islands Trust to participate in renewed initiative to address fallow deer problem.
- 7.9. Email from Mayne Island School regarding recipient of the MIPRC sponsored Dave Bentham Award.

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- 7.10. Telephone call advising of filming on Mayne Island for “Epic Hikes” in conjunction with Gulf Island Tourism and possible visit to Vulture Ridge Trail, Henderson Park.

8. New Business

- 8.1. Email dated June 7, 2022 from Meaghan Feduck – Subject: Daycare Emergency Heat Planning Request

It was **MOVED** and **SECONDED**,
that Mayne Island Parks and Recreation Commission grant permission to Mayne Island Early Childhood Society to erect a tent in Mary Jeffrey Park during periods of extreme heat. Such tent should be erected for no longer than a two week period at a time. This approval is subject to approval by CRD Regional Parks. Should such approval be granted, a site visit will be necessary with Mayne Island Parks and Recreation Commission to determine the precise location of the tent.

CARRIED

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

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis,
that the meeting be closed in accordance with Community Charter Part 4, Division 3, Section 90(1)(e) for the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and, that recorder and staff attend the meeting.

CARRIED

Rise and Report

None

10. Meeting Adjournment

MOVED by Commissioner Askin and **SECONDED** by Commissioner Bell,
that the meeting of the Mayne Island Parks and Recreation Commission be adjourned.

CARRIED

The meeting adjourned at approximately 6:00 pm

Debra Bell, Chair

DATE

Lauren Edwards, Recorder

MAYNE ISLAND PARKS AND RECREATION COMMISSION

Treasurer's Report June 1 - 30, 2022

(A) Operating Funds	Dinner Bay	Miners Bay	Cotton	Village	Henderson	Trails Other Parks	Janitorial Plumbing	CRD charges	Contingency Other	Cost recovery	
Opening Budget 2022	11000	6000	5000	2000	3000	7000	26000	10000	20403	2500	92903
Opening balance June 1	7214	3638	4258	1605	2128	591	17818	7283	18836	2787	66158
Expenses											
Hydro	175	121	13								
Hardware	31					241					
Gas/Diesel	42										
Signs/Tide Table ad						78			225		
Mulch/plants		295	29								
Janitorial June 1 - 15, mileage							911				
Janitorial WCB, est.							14				
Janitorial June 16-30, mileage							896				
Janitorial WCB, est.							14				
Water monitoring	100	100									
Recording secretary for May									143		
Recording secretary WCB est.									4		
CRD labour (May)								660			
CRD O/H								319			
Arborist(475+75+1700 +138+697)	475		1775	835							
Total Expenses	823	516	1817	835	0	319	1835	979	372	0	7496
Remaining Budget June 30	6391	3122	2441	770	2128	272	15983	6304	18464	2787	58662

MAYNE ISLAND PARKS AND RECREATION COMMISSION
TREASURER'S REPORT June 1 - 30, 2022 cont'd

(B) Donated Funds

Japanese Garden

Opening Balance June 1, 2022	17000
Plus: Donations	1000
Less: CRD overhead allocation	85
Meeting expenses	245
Ad for Art show	268
Hardware	47
Bark mulch and delivery (IM)	365
Closing Balance June 30, 2022	16990

Putting Green/Disc Golf/

Opening /Closing balance June, 2022	734
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Adachi Rental - June

125

(C) Recreation Funds

Opening Balance June 1, 2022	47377
Less: Recreational funding ad	94
CRD overhead allocation	177
Award certificate and Dave Bentham award	309
Closing Balance June 30, 2022	46797

(D) Capital Funds (Unallocated)

Opening/closing balance June , 2022	110746
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(D) Capital Funds (Allocated) - Projects

CX.109.2008.66 Cotton Park Monument	4061
CX.109.2014.66 Cotton Park Fencing	2752
CX.109.2009.66 Water System Upgrade	3178
UV system	1675
CX.109.2011.66 Dinner Bay Playground	1503
CX.109.2011.88 Dinner Bay Playground/fields upgrade (CWF)	6409
CX.109.2012.81 Dinner Bay Septic	453
CX.109.2013.66 Miners Bay Bandstand	5339
	1329

Total Allocated Capital	21846
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FOLLOW-UP ACTION REPORT

June 2022

Date Raised	Activity	Responsibility	Date Due	Status
ADMINISTRATION				
Feb 2020	Commissioners Facebook Photo posted	Jane	ASAP	Completed
Jan 2021	Retreat – July 15 th – 9:30 am – 4:00 pm	Debra	July	Update
July 2021	Occupational Health and Safety Policy requirement			
Mar 2022	- Sign on tractor shed door re: refueling/ eye wash station	Kestutis	July	Report
	- Safety concerns?	Kes/Veronica	July	Report
	- Water emerg. response plan at MB/DB updated/unlabelled tank	Bill W/Kestutis	July	Report
Dec 2021	Asset Retirement Obligations follow up with CRD	Debra	ASAP	In progress
2022	Updated Supplement to Commissioner Handbook	Jane/Debra et al	July	Report
Mar 2022	Email/telephone	Michael	Pending	In progress
	Sharepoint system for commission	Debra	Summer	With CRD
June 2022	Contact Regional Parks re: tent in Mary Jeffery Park for MIECS	Debra	ASAP	Complete
June 2022	Invitation to participate in zoom meeting on fallow deer	Michael	July 6	Report
COMMITTEES				
Parks Master Plan:				
Jan 2021	Exclude Master Plan in OCP	Peter Debra Veronica Debra		w. Islands Trust
Land Acquisition:				
July 2021	Priority list for property acquisitions/status	Peter/Veronica/Michael	July	Report
Memorial Plaques:				
2021	New backing board for Miners Bay Notice Board	Gareth G	In progress	In progress
Sanitation				
Aug 2020	Dinner Bay - Locate septic system field	Debra//Veronica/Kestutis Kestutis/Michael	Summer	In progress
Aug 2020	Dinner Bay – Garbage/recycling system rebuild	Kestutis	Summer	In progress

Date Raised	Activity	Responsibility	Date Due	Status
Mar 2022	Chamber of Commerce letter re: support	Michael	July	Update
June 2022	Recreational Funding Assessment of applications and recommendations	Veronica/Peter/Jane	August	In progress
Jan 2022	Information Technology	Michael/Kestutis/Jane		
Mar 2022	Website; org. chart Imprest account for e- transfer query	Michael Debra	Unknown	Pending With CRD
Jan 2022	Fitness Track	Michael/Kestutis/Jane		
Mar 2022	Planning; costing; field trip Thursday, July 14, 1:30 pm Dinner Bay Accessibility guidelines (has this been covered?)	Kestutis	July June	Report Complete??
	PARKS			
	Miners Bay			
May 2022	Canada Day celebration ice cream	Jane/Veronica	June	Complete
2019	Bandstand repair/painting – Spencer Reid to assess - perimeter concrete work/bricks	Adrian/Debra Adrian/Debra	Spring '22 July	Pending Report
July 2021	Water usage and well level	Bill W/Debra	Fall 2021	With Bill W.
Mar 2022	Brushing/bailing well	Debra	Pending	w Red Williams
Mar 2022	Library Heat pump system – On Agenda/New Business	Michael	July	Report
	Dinner Bay			
Dec 2020	Lions Building – Licensing agreement/letter agreement	Debra	ASAP	With Lions
April 2022	Skylight repair	Kes/Adrian/Lance	Pending	Complete
July 2021	Monthly playground assessment	Kestutis	July	Report
	Japanese Memorial Garden			
Nov 2021	Initiatives re: social media and commercial activity	Michael	Unknown	In progress
Feb 2022	Art Show details	Michael	July	Update

Date Raised	Activity	Responsibility	Date Due	Status
May 2021	Emma and Felix Jack Park			
Mar 2021	Technical amendment to zoning requested by resident Sign installation	Debra/Michael J. Aitken/Debra	Spring '22	w. Islands Trust Complete
June 2022	Village Bay Park Work party to clean up debris/signs Danger tree removal	Peter/Adrian Peter	ASAP ASAP	Complete Complete
May 2022	Fred & Bette Cotton Park Assessment of danger trees by archaeologist/tree removal	Debra	June	Complete
	Pocket Parks/Trail Network Development			
Feb 2021	Anson Road; signs and revegetation	Kestutis	Fall 2022	In progress
2021	Conconi Reef			
Mar 2022	- Contact Shaw re tree on cable lines	Kestutis	???	With Shaw
July 2021	Hiking and Walking Trail brochure	Peter/Michael	July	Report
Jan 2022	Plan for safety assessment for all trails/parking lots; etc.	Peter/Kestutis/Adrian	July	Progress Report
June 2022	- List and details of completed assessments	Peter	July	Report
April 2022	- Development of shared calendar system	Michael	July	Report
Mar 2022	- Guideline for wood from fallen trees/debris reviewed and updated	Peter/Kes/Adrian	July	Report
	Boat Ramps			
Feb 2022	David Cove/Village Bay ramp repair and tenure renewals Commercial ramp usage	Debra Debra	pending In progress	With CRD Working with CRD



Supplement to CRD Commission Handbook

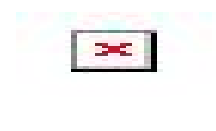
Mayne Island Parks & Recreation Commission

Approval Date:		Approved By:	
Next Review Date:	01/2023	Reviewed By:	



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APPENDIX 1

MIPRC Meeting Schedule

- Meetings are held the second Thursday of each month at 3:00 pm
- Meetings are currently held at Mayne Island Library, 411 Naylor Road, Mayne Island. Location may vary – updates to be posted on Miners Bay notice board.
- The public is welcome to attend meetings.

Meeting Dates 2022:

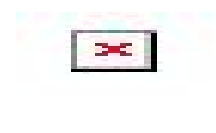
January 13 th	February 10 th
March 10 th	April 14 th
May 12 th	June 9 th
July 14 th	August 11 th
September 8 th	October 13 th
November 10 th	December 8 th

APPENDIX 2

Commissioners and Terms of Office

- The Commission is comprised of eight members, appointed alternating years for a 2-year term (per CRD Bylaw 3488)
- **CRD Director: Paul Brent**

Members	Appointment Date	Appointment Expires
Peter Askin 610 Waugh Road Mayne Island, BC V0N 2J1	December 2021	December 31 st , 2023
Kestutis Banelis 715 Charter Road Mayne Island, BC V0N 2J2	November 2021	December 31 st , 2022
Debra Bell 3342 Point Grey Road Vancouver, BC V6R 1A3	December 2021	December 31 st , 2023
Veronica Euper 3008 West 36th Avenue Vancouver, BC V6N 2R5	December 2021	December 31 st , 2023
Michael Kilpatrick 733 Fernhill Road Mayne Island, BC V0N 2J1	January 1 st , 2022	December 31 st , 2022
Jane Schneider 772 Kippen Road Mayne Island, BC V0N 2J1	January 1 st , 2022	December 31 st , 2022
Adrian Wright 468 Fernhill Road Mayne Island, BC V0N 2J2 116 – 1120 Tsatsu Shores Tsawwassen, BC	December 2021	December 31 st , 2023
VACANT		



APPENDIX 3

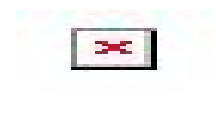
Commissioner Responsibilities 2022

Peter Askin:

1. Honourary Vice-Chair for 2022
2. Committee Chair
 - a. Trail and Network Development
 - i. Manages Trail Guardians who are responsible for maintaining and grooming park trails
 - ii. Maintains existing trails and develops new trails and beach accesses either for MIPRC or in partnership with MIPATA and other organizations
 - iii. Organizes work parties at various parks and trails
3. Committee Member
 - a. Park Land Acquisition
 - b. Memorial Plaques
 - c. Recreational Funding
4. Signage/Trail Map
 - a. Orders and installs park signs
 - b. Updates Hiking and Walking Trail Map
5. Park and Trail Safety
 - a. Arranges assessment of parks and trails for safety and removal of danger trees with support from Kestutis Banelis and Adrian Wright
6. Henderson Park
 - a. Commissioner in charge
7. Fred and Bette Cotton Park
 - a. Bette's Garden Guardian

Kestutis Banelis:

1. Dinner Bay Park
 - a. Commissioner in Charge; including
 - i. ensuring Adachi Pavilion is maintained and ready for events;
 - ii. park maintenance including tractor/washroom building except as outlined in v., vi and vii below;
 - iii. playground inspections;
 - iv. maintenance of putting green if necessary;
 - v. liaison with Disc Golf Club who maintain the disc golf course;
 - vi. liaison with Lance Shook, volunteer and lawn crew who will cut the lawns and maintain the putting green;
 - vii. liaison with Michael Kilpatrick re: Japanese Memorial Garden
2. Anson Road and Pocket Parks



- a. liaison and maintenance of Anson Road rehabilitation and revegetation supported by CRD
 - b. oversee pocket parks and forest health assessments
- 3. Park and Trail Safety
 - a. Supports Peter Askin in organizing assessments for park safety
- 4. Committee Member
 - a. Sanitation
 - b. Fitness Circuit
 - c. Technology

Debra Bell:

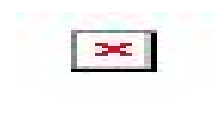
- 1. Chair
 - a. Responsible for chairing meetings and meeting procedure
 - b. Liaison with CRD
- 2. Treasurer
 - a. Responsible for Commission finances and budgeting
- 3. Fred and Bette Cotton Park
 - a. Commissioner in Charge; including
 - i. Manages Garden/Native Plant Guardians, and lawn crew
 - ii. Trail Guardian – Orca Trail
- 4. Committee Member
 - a. Ex-officio member of all committees

Veronica Euper:

- 1. Committee Chair
 - a. Commercial/Non-commercial activities
 - b. Recreational Funding
- 2. Committee Member
 - a. Sanitation
 - b. Park Land Acquisition
 - c. Memorial Plaques
 - d. Transportation Advisory
- 3. T- shirt orders, inventory and distribution
- 4. Interested in business and risk issues
- 5. Complaints Log – documents complaints and advises the Risk and Insurance Department

Michael Kilpatrick:

- 1. Japanese Memorial Garden
 - a. Commissioner in Charge; including:
 - i. Responsibility for Japanese Memorial Garden volunteers;
 - ii. Planning; development and maintenance of the garden;

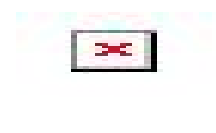


- iii. Maintenance of infrastructure including irrigation and facilities;
- iv. Event management.
- 2. Park Events
 - a. Responsible for vetting and handling applications for park events from individuals and community groups at all parks
 - b. Liaison with the relevant commissioner in charge of a park for upcoming events
 - c. Present events requiring commission approval at commission meetings
- 3. Committee Chair
 - a. Technology
 - i. Development of online document database and communications.
 - ii. Promote MIPRC through social media outlets.
 - b. Fitness Circuit
 - i. Planning for circuit at Dinner Bay Park
- 4. Committee Member
 - a. Commercial/Non-commercial activities
 - b. Park Land Acquisition
 - c. Fallow Deer
- 5. Supports Dinner Bay and Cotton Park commissioners with irrigation systems, when possible

Jane Schneider:

- 1. Park Events
 - a. Organize recreational events to promote our recreational facilities such as the new volleyball and badminton court at Dinner Bay Park
- 2. Marketing and Media
 - a. Facebook administrator publishing photos and events on MIPRC Facebook page and Mayne Info
 - b. Investigate and recommend social media and marketing efforts to raise the profile of MIPRC
 - c. Liaison with Mayne Island CRD liaison Kat Ferneyhough; Community Resource Centre and other organizations
- 3. Village Bay Park
 - a. Commissioner in charge; including
 - i. Monitor wishing well and donations
 - ii. Maintaining view lines from benches
 - iii. Arranging for lawn maintenance
- 4. Committee Member
 - a. Recreational Funding
 - b. Technology
 - c. Fitness Circuit

Adrian Wright:



1. Miners Bay Park
 - a. Commissioner in charge; including
 - i. Maintaining library building envelope and basement
 - ii. Bandstand
 - iii. Maintaining lawns
 - iv. Liaison with janitorial custodian
 - b. Commissioner in charge of sanitation facilities including water supply; well; plumbing; septic and related matters.
2. Committee Chair
 - a. Fallow Deer
3. Committee Member
 - a. Trail Network Development
4. Park and Trail Safety
 - a. Supports Peter Askin in organizing assessments for park safety

APPENDIX 4

E-mail Guidelines

Purpose:

This guideline describes an efficient way for Mayne Island Parks and Recreation commissioners to communicate with each other via e-mail. This guideline improves the ability to search for e-mails, and limits unnecessary e-mails.

Guideline:

The subject line of all internal e-mails should contain two pieces of information. The subject line should begin with “MIPRC” followed by the name of the relevant park or project/contract. By way of example, an e-mail about the Dinner Bay Playground has the following subject line: “MIPRC Dinner Bay Playground”. The recipient of this e-mail knows the topic before they read the e-mail.

When writing emails:

- **Key information:** Put key information up front in your e-mail.
- **E-mail threads:** Continue an e-mail thread instead of starting a completely new e-mail. This will make it easier for an e-mail recipient to have all the information and avoid unnecessary searching for related e-mails.
- **Reply:** Think about the appropriate individuals to be included in your e-mail.

APPENDIX 5

CALENDAR OF EVENTS

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Review Calendar	x											
Election of Officers	x											
Renewal of domain name (Feb '22; Feb '24)		x										
Reading Centre lease renewal (2023)		x										
Hiking and Walking trail brochure printing		x	x									
Easter Kids Day		x	x									
Commonality Meeting planning (2023)		x	x									
Review & update volunteer roster (insurance)			x									
New insurance decals for tractor & trailer arrive			x									
Lower stairway at Kippen Road Beach access				x								
Advertise for recreation "purchase" applications						x	x					
Review & update asset list (insurance)					x	x						
Dave Bentham Award presentation						x						
Volunteer Appreciation BBQ – set date						x						
Canada Day celebration (ice cream)						x	x					
Capital Plan Budget preparation						x	x					
Liquor Permit for Volunteer BBQ						x	x					
Review recreation "purchases" applications								x				
Terry Fox Run (ice cream)									x			
Raise stairway at Kippen Rd beach access										x		
Make arrangements for the Christmas Dinner										x		



Note: The commission will review the items in the month listed.

APPENDIX 6

Land Acquisition Guidelines

Introduction: The Land Acquisition Guidelines (Guidelines) support one of the key goals in the Mayne Island Parks and Recreation Master Plan 2021-2025, namely, to consider increasing the amount of parkland through purchase or land donation. The Guidelines are a tool in the form of a criteria checklist to evaluate properties for community parkland and trails.

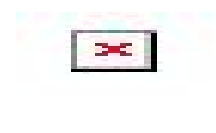
Community Parkland and Trails Evaluation Criteria Checklists

Category 1: Demographic and Public Values Properties that have a majority of high value ratings for Category 1 are valuable potential properties for the community parks system overall because they fill gaps and/or provide park or recreational services that are in demand, and these properties should be considered for community park acquisition. Properties with moderate or low value ratings should be considered for acquisition only where there are high scores in one or more of the other categories.				
Criteria	Evaluation Criteria	High Value	Moderate Value	Low Value
1. Population	Is the property in an area with existing or anticipated density where there will be demand for a community park?			
2. Existing Park Access	Will the purchase provide parkland to a neighbourhood that is currently underserved?			
3. Level of Public interest	Is there a known community interest for a park or recreation development in the area?			
4. Neighbouring Property Impacts	Will a park or recreation development in this area have a significant negative impact on neighbouring properties in terms of property value, noise, or other undesirable impacts?			
5. Encumbrances	Is the property reasonably free of encumbrances that would impact park or recreation development such as geotechnical, floodplain, environmental, or First Nations claims?			
Overall Rating for Category 1:				

Category 2: Community Park Values

Properties that have a majority of high value ratings for Category 2 are potential properties for classification as community parks as they fill gaps and provide opportunities for amenities. These properties should be considered for community park designation.

Criteria	Evaluation Criteria	High Value	Moderate Value	Low Value
6. Useable Space	- Does the property provide at least 5 acres of useable park area? - If the property is less than 5 acres, is it in a strategic location to serve a definitive purpose?			
7. Topography	Will most of the property have value as an intact ecosystem for low impact recreation?			
8. Location	Is there a residential population within walking distance, a short bike ride or a short drive to the park location?			
9. Recreation Potential	Is the property suitable to provide low impact recreation that appeals to the surrounding community?			
10. Accessibility	Is the property easily accessible to the surrounding population, e.g. is it connected to roads, trails and access routes?			
11. Education or Interpretive values	Does the property provide features with educational or interpretive value?			
Overall Rating for Category 2:				



Category 3: Community Trails

Properties that have a majority of high value ratings for Category 3 are potential properties for classification as trails as they provide potential trail connections. These properties may warrant consideration for linear park designation.

Criteria	Evaluation Criteria	High Value	Moderate Value	Low Value
12. Trail Route Connection	Does the property form a potential connection to the community or regional park trail system?			
13. Slope	Does the route provide slope grades that will result in a functional trail?			
Overall Rating for Category 3:				

Category 4: Water Access Values

Properties that have a majority of high value ratings for Category 4 are potential properties for classification as beach access sites as they provide access points to water bodies including the ocean, wetlands and streams. These properties may warrant consideration for water access designation.

Criteria	Evaluation Criteria	High Value	Moderate Value	Low Value
14. Accessibility	Is the property reasonably accessible without the need for extensive stair or ramp construction?			
15. Small development footprint	Can the park be developed to provide water access with no or minimal tree or vegetation removal?			
16. Enhanced Access	Can water accesses be combined or combined with park land to provide enhanced public access?			
Overall Rating for Category 4:				

Category 5: Affordability

Properties that have a majority of high value ratings for Category 5 may be considered for acquisition. Where properties score low in this category, explore the potential for fund-raising and other ways to off-set costs.

Criteria	Evaluation Criteria	High Value	Moderate Value	Low Value
17. Acquisition Costs	Can the property be acquired at little or no cost?			
18. Development Costs	<ul style="list-style-type: none"> - Is the public investment required to develop the park to a suitable standard reasonable? - Are there any unusual or extensive anticipated costs? 			
19. Maintenance Costs	Are the volunteer time and financial resources required to maintain the park high or low?			
Overall Rating for Category 5:				

APPENDIX 7

Guidelines for Application Procedure and Orientation for New Commissioners

Purpose: To provide guidelines for the procedure to be followed when an application is received from an individual to become a Commissioner and the MIPRC orientation procedure for new Commissioners.

Vacancies for Commissioner:

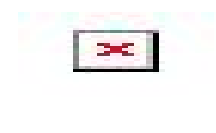
1. Positions shall be advertised in the MayneLiner and posted on the Mayne Island Community Resource Centre bulletin board, as well as posted on the following Facebook pages/groups: MIPRC, MICRC, “Mayne Island Info”, “Mayne Island Business & Employment Forum”, and other appropriate pages.
2. Postings for vacancies shall request a one-page summary from potential applicants. This summary should outline why they would like to serve as a volunteer on the MIPRC, employment and volunteer background, areas of interest, and how they can contribute to the MIPRC.

Application to become a Commissioner:

1. Application letters to become a Commissioner shall be distributed to all Commissioners prior to the next MIPRC meeting.
2. Applicants shall be requested to attend the next Commission meeting to present their application in person.
3. The Commission will review and assess each applicant’s qualifications to become a Commissioner at an in camera session.
4. There must be a formal Motion and vote by the Commission to approve a new Commissioner.
5. If the applicant(s) are present at the meeting; they must leave the room during the assessment and the vote on their application.
6. New Commissioners approved at the meeting shall have their names forwarded to the CRD for official Board approval according to CRD procedure.

New Commissioner Orientation by MIPRC

1. The Chair or a Commissioner designated by the Chair shall meet with the New Commissioner to welcome them and answer any questions they may have.
2. The New Commissioner will be given a copy or directed to the CRD website to review the New Commissioner’s Handbook and the internal guidelines developed by MIPRC.
3. New Commissioner’s will be assigned a ‘mentor’ from amongst the current Commissioners and the mentor will be responsible for assisting the New Commissioner become familiar with MIPRC practices and the parks; beach accesses and trails under management by the MIPRC.
4. The New Commissioner will identify areas in which they can assist and contribute to the commission and the Commissioner Areas of Responsibility page will be updated.



APPENDIX 8

Mayne Island Parks and Recreation Commission **Spending Authority Policy**

Purpose: This policy describes the scope and limits to spending authority to allow the Mayne Island Parks and Recreation Commission (“MIPRC”) to operate efficiently and be accountable to the CRD and the community. MIPRC commits to providing accurate and complete financial data for use by the MIPRC and the CRD.

Authority for Expenditures:

1. Parks and Trail Network

The MIPRC is a parks commission where each park and the trail network are under the responsibility of individual commissioners. Each park and the trail network are allocated a budget at the beginning of the year and the commission and commissioner in charge is responsible to remain within that budget. Note that capital projects are budgeted separately. The commissioners have traditionally had considerable latitude in spending for each park and the trail network. Generally, routine expenditures and improvements in the parks and trails are not subject to motions at Commission meetings. Examples of such routine expenditures include the following:

- plants
- signage
- minor repairs to existing facilities
- hand tools

Expenditures that require formal motions at Commission meetings include significant and one-time capital costs. Without restricting the generality of the foregoing examples of such expenditures include:

- staircases
- significant tree removal
- large equipment purchases (e.g. Tractors)
- significant fencing
- irrigation systems
- washroom water system upgrades
- pit toilets
- joint projects and endeavours with other organizations

The above is not an exhaustive list and the Commission (and ratepayers) depend on the judgment and good sense of individual commissioners to carry out their responsibilities, and to determine what “routine expenditures” are and what “significant and one-off capital costs” are.

Notwithstanding the foregoing, and excluding emergency or dangerous situations, the MIPRC must authorize by way of Motion at a Commission meeting any contracts, expenditures or allocations outside of these parameters and all items with a financial value greater than \$500.

2. Capital Projects

Capital projects are budgeted and approved separately.

The MIPRC must authorize by way of a Motion at a Commission meeting any use of the MIPRC's unallocated capital reserve fund for a capital project.

3. Overhead and General Expenses

Routine expenses not specifically related to a park do not require approval at a commission meeting. Examples of such expenses include the following:

- Office supplies
- Janitorial supplies
- garbage disposal
- electricity
- travel expenses

Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.

Unusual and one-time expenses require authorization by way of Motion at a Commission meeting. Examples of such expenses include the following:

- Requests of those CRD departments which charge for their services
- Expenses related to hosting a Commonality meeting
- Honoraria

Only in exceptional circumstances will an honorarium be considered. CRD policy is that Commissioners are volunteers and are not to be paid for their services. Any honorarium to a Commissioner must be approved by way of Motion at a Commission meeting. If the honorarium is expected to exceed one year in length it must be approved annually.

Notwithstanding the foregoing, and excluding emergency or dangerous situation, the MIPRC must authorize by way of Motion at a Commission meeting any contracts, expenditures or allocations outside of these parameters and all items with a financial value greater than \$500.

CRD Procurement Policy

The CRD has a comprehensive procurement policy (See Appendix 15 Procurement Policies and Procedures and Appendix 15A Procurement Policy of the CRD Commission Handbook 2020 located on the CRD Website). None of the foregoing exempts individual Commissioners from following CRD policy.

In carrying out their duties and responsibilities each commissioner is responsible to ensure they are familiar with and have complied with the CRD procurement policy.

For example, a commissioner requiring the services of a contractor must request the Chair or Vice-Chair to make appropriate arrangements with the CRD Southern Gulf Island Administration Manager. Currently this position is held by Justine Starke, jstarke@crd.bc.ca, tel: 250.360.3275.

For contracts dealing with high-risk situations or significant contracts over \$5,000, the Chair of the MIPRC may ask that a commissioner familiar with the contract and procurement policy to liaise and facilitate the preparation of the contract with the CRD.



APPENDIX 9

Mayne Island Parks and Recreation Commission **Commercial/Non-Commercial Park Uses Policy**

Purpose: This policy sets out the approach of Mayne Island Parks and Recreation Commission (MIPRC) to commercial/non-commercial uses in community parks.

Policy: This policy is informed by the guiding principles that:

- Mayne Island's community parks and trails are some of Mayne Island's greatest assets
- Parks are for the enjoyment of the general public
- MIPRC promotes recreation and supports park use by charitable and not-for-profit community groups
- Permitted park uses must conform to the zoning of the individual parks as set out in the attached appendices

Permitted Park Uses and Further Information on Park Uses:

Community Festivals:

- MIPRC may permit community festivals with an ancillary commercial aspect on a case by case basis. In order for MIPRC to consider the approval of a community festival with an ancillary commercial aspect, the organizer of that festival may be asked to demonstrate the efforts it has made to hold the festival at another venue or the organizer may be required to eliminate the ancillary commercial aspect.
- Already-existing community festivals that are charitable or not for profit in nature with all proceeds directly for the benefit of Mayne Island are not impacted, e.g. Lions Salmon Barbecue. Concessions for the sale of food and other ancillary sales at these events will be permitted so long as all proceeds are returned to the Mayne Island community.

Religious Services:

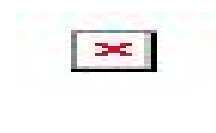
- MIPRC may permit religious services on an occasional basis. With the approval of MIPRC, the religious organization may set up a donation box for the duration of a religious service. The religious organization must comply with all noise bylaws and other bylaws.

Weddings and Celebrations:

- MIPRC may approve wedding ceremonies, wedding receptions, and other celebrations.

Fitness Classes:

- MIPRC may permit a fitness class. MIPRC may approve a fitness class to take place in an appropriate park on an infrequent basis and/or MIPRC may choose to sponsor a fitness class. The fitness class provider must specifically address issues of loud music.



Meetings:

- MIPRC may approve a club meeting or other not-for-profit or charitable meeting

Note: Commercial uses are typically prohibited.

General Policy Information:

All users covered by this policy are encouraged to contact MIPRC for availability of dates well in advance of the anticipated event.

All users covered by this policy must:

- Complete and submit the following documents to MIPRC well in advance of the event to avoid disappointment:
 - Special Event Application form and a COVID-19 Safety Plan
 - Proof of Insurance acceptable to Capital Regional District
- **Ensure the park is left in a clean and tidy condition and remove all litter, garbage, food scraps, and recyclables**
- Allow unrestricted public access to the park during the event
- Use a public address system or amplified music only with the permission of MIPRC
- Use signage or banners only with the permission of MIPRC. Advertisements are not permitted
- The use of fire or fireworks, or the installation of electricity is prohibited except in accordance with the specific direction of MIPRC, and
- Comply with all noise and other applicable bylaws and other laws.

Users who wish to charge tournament or other fees, or who wish to use a donation box during their event must first obtain the permission of MIPRC. MIPRC may charge a rental fee and a refundable deposit for the use of the kitchen in the Adachi Pavilion. Please contact MIPRC for further information about rental of the kitchen.

MIPRC Booking Enquiries contact: Michael Kilpatrick

Contact information: mayneparks@gmail.com;



APPENDIX 9-A

Park Zoning

Fred & Bette Cotton Park:

Fred & Bette Cotton Park was re-zoned as a park in 2021. A pilot project for events is attached as Appendix 9-B.

Dinner Bay Park:

Dinner Bay is zoned as a Community and Regional Park zone. Permitted uses are: “Parks” and “Accessory uses, buildings, and structures”. Site specific regulation allows a “putting green”. The term “Accessory uses” does not permit commercial or retail use. Admission cannot be charged. Exceptions have been granted for community events, such as the 2020 Quilt Show.

Miners’ Bay Park:

Miners’ Bay is zoned as a Community Service (S1) zone. Permitted uses are: “Community services uses”, “Recreation facilities”, “Parks”, “Clubs”, and “Accessory uses, buildings, and structures”.

APPENDIX 9-B

Wedding and Events Policy for Fred & Bette Cotton Community Park

Purpose: The purpose of this policy is to set out guidelines for wedding ceremonies and special events to be held at the Fred and Bette Cotton Community Park (the “Park”) which balances the preservation of the natural environment and the needs and desires of our community to utilize the Park for social purposes. The MIPRC recognizes that the federal Gulf Island Park Reserve at Georgina Point may be less accessible for wedding ceremonies and therefore waterfront venues to hold such events are limited.

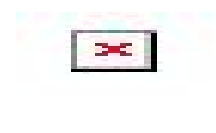
Zoning: The park was successfully re-zoned from Rural to Park in August 2021.

Pilot Project Objective: Implement a pilot project for one year to determine whether wedding ceremonies and other events can be held at the Park successfully without too much disturbance to the land; wildlife and neighbours.

Limited Use: Wedding ceremonies only will be allowed to be performed in the Park, followed by photographs. No reception or subsequent social activity whether or not it involves food or drink is allowed. This balances the need for the community to be able to use the Park for an important social event while minimizing the impact on the land and neighbours as there will be no receptions with alcohol; music or lengthy gatherings.

Event Frequency: Approval to hold a wedding ceremony or other event at the Park will be given upon receipt of agreement by the applicant to abide by the terms and conditions as determined by MIPRC. No more than one wedding ceremony or event per week will be allowed to be held at the Park.

Duration of Activity: The set-up time; length of the ceremony or event; photographs and take down time including removal of all chairs; arbors and wedding ceremony or event related accessories from the Park shall not exceed three hours. Given the significance of the land to First Nations, no land altering activity is permitted which includes no stakes in the ground to anchor



tents; arbors; etc. The Park must be left clean and any litter removed. Note that there are no garbage facilities at the Park and there is only one vault toilet.

Capacity: The maximum number of guests and participants including the wedding party; photographers; officiants; etc. at the Park at one time shall not exceed 50 in total.

Parking: The maximum number of vehicles that may be parked in the parking lot is five. No vehicles may be parked in the driveway or in front of the bollards. Arrangements should be made for a shuttle service or use of the Community Bus to drive guests and participants from the Miner's Bay area to and from the Park. Parking on Cotton Road and Georgina Point Road is discouraged for safety reasons.

Public Use During Ceremony: The public will be allowed unfettered access to the Park before, during and after the ceremony or event. The Park is a public place and access cannot be restricted.

Fees: There is no fee to use the Park for a wedding ceremony however a donation to the Park is appreciated.

Assessment: At the end of the one-year pilot project the MIPRC will assess the benefits and disadvantages of the program and a policy with respect to special ceremonies or events to be held at the Park will be implemented.

Dated September 9th , 2021



APPENDIX 10

Mayne Island Parks and Recreation Commission Hazard Tree Management Policy Statement

Policy Statement

Mayne Island Parks and Recreation Commission (MIPRC) places great importance on the trees in our parks and trails. Trees are a key environmental resource and they are integral to the natural beauty of our parks and trails.

MIPRC will implement a program to carry out tree risk assessments to identify hazard trees.

MIPRC will remove a tree identified as a hazard tree where that tree poses an identified and imminent risk to human health and safety, to the property of park users, to parks infrastructure or to adjacent public or private property.

Supporting Documents

- MIPRC Assessment of Parks and Trails – Schedule of Review (attached)
- MIPRC Tree Fall Hazard Checklist for Trail Guardians and Other Volunteers
- MIPRC Trail Guardian Duties
- MIPRC Safety Procedure for Volunteers



Assessment of Parks and Trails – Schedule of Review

- The MIPRC commits to following a schedule whereby parks including pocket parks and trails are assessed for safety at least annually. The MIPRC is in the process of co-ordinating an inspection of all areas which may present a danger to the public.
- Once the inspections have been completed, they will be included in this appendix or a separate log book maintained.

The commissioners responsible for co-ordinating the assessment of parks including pocket parks and trails for 2022 are: **Peter Askin, Kestutis Banelis and Adrian Wright**

Pocket Park Assessed	Arborist	Assessed Date	Work Completed Date
Don Herbert	Brian Henneberg	Nov 28, 2021	December 5, 2021
Charter Road/Club Cres.	Brian Henneberg	Dec 2021	December 2021



APPENDIX 11

Dinner Bay Playground Inspections

The MIPRC carries out regular inspections of the playground at Dinner Bay Park and may have an annual inspection carried out by a Certified Playground Inspector.

The playground inspector who carries out the inspections and maintains the playground inspection log for 2022 is: **Kestutis Banelis**

APPENDIX 12

Complaints Log

The MIPRC maintains a log for complaints and a follow-up register, as recommended by the Risk & Insurance Department of the CRD.

The commissioner in charge of maintaining the log for 2022 is: **Veronica Euper**

Hi all,

**Re: Mayne Island Parks & Recreation Commission
Trail Guardian Duties**

Thank you again for being a Trail Guardian and for helping to prove, once again, that volunteerism is what makes Mayne Island the wonderful community it is. Here are what I perceive to be your main duties as a TG:

1. Carry out all necessary pruning and maintenance measures to ensure we maintain the one metre width on all trails. This means, salal, sword fern, Oregon grape and other plants are religiously cut back. Removal of invasive plants like Scotch broom and daphne is also very important.
2. Our rule of thumb is to ensure branches, overhead and from the sides are cut back so there is no danger to hiker's eyes (imagine a 6' 6" person using the trail without having to stoop).
3. All growth must be removed at ground level in order that hikers can see all obstacles (rocks and roots) to prevent tripping.
4. In areas where there is a heavy leaf drop from maples and alders (the two main ones), periodic raking would be a good idea. The leaves, dry or wet, can be a real hazard.
5. Dangerous tree or blowdowns must be reported to the commissioner in charge asap. The use of chainsaws is prohibited, and we must use one of our CRD certified arborists to take down the dangerous trees or remove blowdowns. Small trees blocking the trail can be removed using a hand saw. Please be safe when doing this and wear protective gloves.
6. During our protracted wet season, if you see serious run-off issues and flooding of the trails, please advise the commissioner in charge.
7. If, for any reason, you have to step down as a Trail Guardian, or take a sabbatical, please advise the commissioner in charge providing as much notice as possible in order for us to find a replacement to prevent gaps in the coverage of a particular trail.
8. In the winter, monthly patrols are probably sufficient. In the summer during the growing season patrols every week or two would be good. As you know your trail better than anyone, you'll have a sense of how often to do patrols.
9. It goes without saying that any vandalism or theft, or bylaw infractions should be reported asap. Do not confront someone in the process of vandalising park property or committing theft. Get a good description (& car license number if their vehicle is in the parking area).
10. Any feedback or suggestions on how to improve this checklist would be appreciated.

Best wishes, Peter Askin TNDC 250-539-2199 leonpurrs@hotmail.com

Mayne Island Parks and Recreation Commission (MIPRC)
Tree Fall Hazard Checklist for Trail Guardians and other Volunteers

MIPRC appreciates your help to identify any hazard trees and asks you to complete this Tree Fall Hazard Checklist (Checklist) annually and to complete this Checklist if you spot any concerns any time you are working on your trail or volunteering in your park. MIPRC wants to know about all potentially hazardous trees, but your primary focus should be around trails and parking lots.

Your name: _____

Date checklist completed: _____

Area assessed (name of trail or name of park with description of location of any hazard tree(s):

Key things to check (Please circle any that are applicable):

Leaning tree(s)

Rot

Dead branches

Exposed roots

Unstable ground

Lack of leaves

Fungus or lichen on tree trunk

Bug infestations

Loss of bark

Cracks and splits

Do you notice anything else about a tree or trees that you'd like to report? Please elaborate:

MIPRC contacts:

Main contact: Peter Askin 250-539-2199

Back up contact: Adrian Wright 250-539-3298

Thank you for your help in our community parks and trails!

Mayne Island Parks and Recreation Commission (MIPRC)
Safety Procedure for Volunteers

1. MIPRC takes the safety of its volunteers seriously and wants its volunteers work in a safe manner.
2. MIPRC will provide you with training to fulfill your volunteer duties. As a volunteer you will receive a clear description of your role and what it entails. In addition, you will be given an orientation and “safety talk” before the start of a project to review the project and safety such as hydration, keeping distance, appropriate gear, heavy lifting and other relevant information.
3. MIPRC may ask you to use equipment such as a weed eater or lawnmower, and MIPRC will train you on the use of this equipment and identify any risks. You are prohibited from using a chainsaw, blade cutter or similar equipment. If you are unsure about permitted equipment or the proper and safe use of equipment, please ask the MIPRC commissioner in charge.
4. If you work alone it is important that you arrange to check-in with another person. The check-in person can be a member of your family, a neighbour or another MIPRC volunteer. You are required to check in with that person at the start of work and then every two hours and provide that person with your location. The purpose of the check-in person and regular check ins is that you are able to get assistance if you are injured or there is an emergency.
5. If you come across a needle or other potentially bio-hazardous items seek help. Stay with the item while another volunteer blocks off the area surrounding the item. Once the area is blocked off, contact the MIPRC commissioner in charge immediately so that they can arrange for the proper and safe disposal of the item and/or clean the area. As soon as possible after the item has been removed ensure you take a few minutes to record the incident. If you are injured while carrying out your duties, obtain medical attention as soon as possible regardless of how minor the injury may seem.
6. If an accident or incident happens while you are volunteering, you are asked to notify the MIPRC commissioner in charge and document the accident or incident as soon as possible with as much detail as you can.
7. If you encounter a piece of equipment that is out of order or not functioning properly please place a sign on it to notify others that it is out of order and contact the MIPRC commissioner in charge.

Your work as a volunteer is important to us. We thank you for your commitment to our community parks and trails.



EVENTS REPORT

14 July, 2022

1. The events calendar has been shared. I didn't hear back from anyone that they couldn't open it so...
2. Confirmed July / August bookings
 - a. July 12
 - i. Lions Club at Adachi and kitchen
 - b. July 21,22 & 23
 - i. Quilt Show set-up and show
 - c. July 24
 - i. Art Show in Japanese Garden
 - ii. Japanese Memorial Garden Volunteer Luncheon at Adachi Pavilion
 - d. July 31
 - i. Terry Fox Movie Night in Miners Bay
 1. Jurassic Park and cartoons to start
 - e. August 7
 - i. Church in the Park @ 9am @ Dinner Bay
 - ii. M.I. Conservancy
 1. Starry Nights @ 6pm @ Dinner Bay
 - f. August 9
 - i. Arts Council get-together @ 5pm @ Dinner Bay - Adachi



Technology Committee

14 July, 2022

1. Monday.com
 - a. We have been looking at a software package called Monday.com
 - b. The free version at this point.
 - c. Looks like it could make a good tracking and planning tool.
 - i. Need to have data and a couple of “projects” to try it out. Suggestions?

End



Fitness track development

10 July, 2022

1. The equipment choice has been narrowed down to product from Activefit. See choices in appendix A.
2. Costing for the noted units is also attached to Appendix A.
3. Question...
 - a. Should the trail be constructed first with monies that are available, then
 - b. Phase in the equipment over the next few years. This phased approach could be sped up if more equipment funding becomes available sooner.
4. Meeting in Dinner Bay Park on Thursday @ 1:30 to discuss layout.

End



Fitness track development

APPENDIX “A”



CHEST PRESS

The ActiveFit **Chest Press** provides an optimal range of motion while users lift a portion of their body weight as resistance. This unit develops strength in the chest, front of the shoulders, and triceps, providing a smooth range of motion.



[Request A Quote](#)

Category: **Strength**



LEG PRESS

The ActiveFit **Leg Press** is essential for developing and maintaining overall lower body strength, from the knee joints to hips. This piece of equipment uses a portion of body weight as resistance, creating the perfect workout every time.



[Request A Quote](#)

Category: **Strength**



Shoulder Press



MULTI-GRIP DIP STATION

The ActiveFit **Multi-Grip Dip Station** is used to perform dips, leg lifts, and stretching exercises. It is excellent for improving strength and flexibility, and is a great option for any senior looking to get more active. The unit allows users to perform multiple exercises on a single piece of equipment.

STRENGTH



AGILITY



STAMINA



[Request A Quote](#)

Category: **Strength**



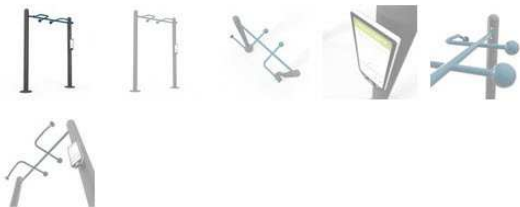
PARALLEL BARS

The ActiveFit **Parallel Bars** are an essential piece for a variety of upperbody strength and stretching exercises. This sturdy equipment is also a standard in physical therapy environments, making it a perfect piece for seniors.



[Request A Quote](#)

Category: **Strength**



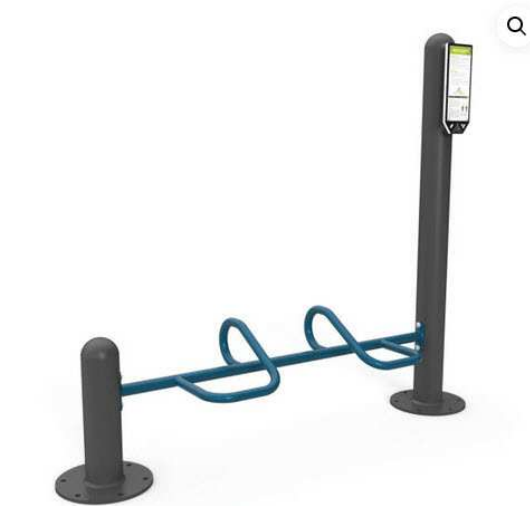
MULTI-GRIP PULL UP BARS

The ActiveFit **Multi-Grip Pull-Up Bars** are a versatile piece of equipment, perfect for strengthening the upper body. Multiple comfort grips allow for a variety of exercises. The **Multi-Grip Pull-Up Bars** are the ultimate strength building and toning station, and are the perfect addition to any outdoor gym. Available in two heights, 82" and 92".



[Request A Quote](#)

Category: **Strength**



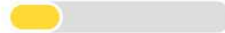
MULTI-GRIP PUSH-UP BARS

The ActiveFit **Push-Up Bars** are a classic outdoor fitness piece. This unit strengthens the shoulders, biceps, hand grip, back and chest. The ActiveFit **Push-Up Bars** are designed to offer users multiple options in push-up positions and level of difficulty.

STRENGTH



AGILITY



STAMINA



[Request A Quote](#)

Category: **Strength**



ACTIVEFIT COMPLETE OUTDOOR GYM

- Multi-Grip Pull-Up Bars
- Multi-Grip Dip Station
- Multi-Grip Push-Up Bars
- Hyper-Extension Bench
- Knee Lift
- Stepper





ACTIVEFIT STRENGTH TRAINING GYM

- Multi-Grip Pull-Up Bars
- Multi-Grip Dip Station Bars
- Multi-Grip Push-Up Bars



ACTIVEFIT CHALLENGE CIRCUIT

- Multi-Grip Pull-Up Bars
- Multi-Grip Dip Station
- Knee Lift
- Stepper





ACTIVEFIT
OUTDOOR FITNESS EQUIPMENT



COTTON PARK/ EMMA AND FELIX JACK PARK REPORT

Cotton Park Report:

1. Trees were removed by D.R. Daylight Contracting as per estimate approved at [May 2022](#) meeting and left to decompose on the forest floor. One extra tree removed due to site conditions.
2. Assistance from M. Kilpatrick in revamping the irrigation system for the Circle Garden.
3. Pump housing needs replacement.
4. Tent caterpillars removed from affected trees and bushes as much as possible.
5. Window glass on garden shed replaced by G. Gwilliam with assistance from volunteers.
6. Gardens and grounds in good shape and card of appreciation received from frequent park user.

Emma and Felix Jack Park:

1. The Emma and Felix Jack Park sign was installed by J. Aitken and W. Jamieson on [July 5](#), 2022. Photos to be forwarded and posted on facebook.

Submitted by D. Bell
[July 10](#), 2022



TRAIL NETWORK DEVELOPMENT COMMITTEE/ HENDERSON PARK

- All pruning's from Kippen Road and Naylor Road burned on [June 13th](#). Thank you Brock and Adrian for your help.
- Sykes Road beach access raked & groomed and wobbly step removed on [June 15th](#).
- Met with metal fabricator Cam Rennie & Adrian on [June 18th](#) to obtain an est. for a new aluminum staircase at Kippen Road.
- All log & branches cut up at Village Bay Park above the boat ramp, and most moved to the woods on 06/18. Some remained. Balance moved on 07/05 with Adrian's help, except for a small pile on the boat ramp side to be burned in the fall.
- Received an est. from Isl. Arborist to remove the dangerous cedar on the Plumper Pass Park panhandle on 06/18. A complex & tricky job. The est. (including GST) is \$822.31. (Motion at end of report). Debra to send the photos to the CRD archeologist.
- All Himalayan blackberry removed from the Viewpoint Trail in Conconi Reef Park. Thank you, Brock and Adrian.
- The DTC did an assessment on 06/24 of trees in Dinner Bay Park on the Ed Williams Trail endangering our immediate Leighton Lane neighbour Greg's fence. Both arborists had been offered the work. There are three trees to be topped/felled & the work had been awarded to Mat Bolla, and completed.
- The need for a boardwalk (20') long on the Ed Williams Trail has been identified. It's been added to our work program.
- We'll be acquiring free chips to top up the existing chips on the Ed Williams Trail. Kestutis to arrange transport on [Wed.](#), 07/23
- All the cuttings from the dangerous tree removal at Conconi Reef Park were chipped by Good as Wood. Thank you Debra, Adrian, Kes, Michael, Kathleen & Rob for your help.
- Dangerous trees & branches removed at Cotton Park by Mat Bolla. There are some trees requiring monitoring, and info shared with the DTC.

- Three dangerous trees in Dinner Bay Park at the Leighton Lane end (& endangering the neighbour's fence) removed by Mat Bolla on [June 28th](#). Thank you Kestutis and Peter for attending the site.
- Peter finally got around to doing the patrol of the Don Herbert Trail in Henderson Park. It was in not bad shape & got rid of most of the fern before it got out of hand. Snipped salal, Oregon grape & protruding tree branches and the trail should be okay for a while. Next time, I'll do some raking. The viewpoint has shrunk to a small view corridor, but we don't have an appetite to remove any more trees.
- On 06/29 Brock John accepted an appointment as the Trail Guardian for Kadonaga Bay beach access trail. Thank you Brock. (His partner Faye is the TG for the Neil Road Seaview).
- Installed the new signage at Kippen Road beach access on [June 30th](#) prohibiting dumping. Thank you Adrian for the skookum pier block & signpost.
- All the material for the new Hiking & Walking Trail Map brochure has been forwarded to Alea. Thank you Michael for your great photos and text on the 20th anniversary of the official opening of the Japanese Memorial Garden. Because of Alea's summer recess a draft won't be available until the latter part of August.
- Dangerous Tree Committee will meet on 07/11 at Dinner Bay Park for assessment of dangerous trees and led by Kestutis.
- Trail Guardians Kathleen and Robb at Conconi Reef may spread the chips on the trails there as a family project.
- Finally, the TNDC measured the new (and final) boardwalk on the Doreen McLeod Trail, and which shall measure approx. 51 feet.
- MOVED by Commissioner Askin and SECONDED by Commissioner _____, that the motion that the Mayne Island Parks and Recreation Commission approve the estimate by Brian Henneberg of island arborist Estimate #132 dated [June 18, 2022](#) for the removal of the dangerous cedar tree on the Plumper Pass Park panhandle Trail in the amount of \$822.31 (including GST). The work should commence as soon as possible.

Busy month.

Submitted by: Peter Askin