



MIPRC Minutes – May 9, 2019

The May meeting of the Mayne Island Parks & Recreation Commission was held at the Library on Thursday, May 9, 2019 and was called to order at 3:00 pm.

Present: Bill Duggan (Chair) Peter Askin (Vice-chair) Veronica Euper
Bill Warning Kris Sigurdson Vania Williams
Debra Bell (minute taker)

Regrets: Jerry Wise (Treasurer) David Howe (Director CRD SGI)
Ben Maberley (Alternate to Director CRD SGI)

Guest: Jean-Daniel Cusin (CRD Mayne Island Liaison)

1. Approval of agenda:

Chair Duggan recommended the following additions to the agenda:

- 3(b) email from John Aitkin re: Felix Jack Park
- 3 (c) email from MIPATA and MICC of “Designing the Future of Mayne Island” noon May 23 in Community Centre.
- 3(d) email from Jenny Eastman inviting MIPRC to an invasive species symposium May 29th at UVic.
- 4(c) phone call to Tedford Garage door service to repair Dinner Bay door
- 4(d) email to Stephen Henderson cc to BBWD re: no licence of occupation
- 4(e) Cotton Park rezoning issue
- 6(b) Welcoming figure in Felix Jack Park – refinish

Chair Duggan also recommended removal of item 6(a), “ad in June Mayneliner inviting applications for recreation funding” as Jerry had already dealt with this matter.

It was **moved** by Vania and seconded by Peter that the agenda as amended be approved. The motion was adopted.

2. Approval of April minutes:

It was **moved** and seconded that the minutes of the April 11, 2019 regular meeting of the Mayne Island Parks & Recreation Commission be approved. The following corrections were made:

Item 2.

- “It was moved by Jerry, seconded by Debra” is deleted and replaced with “It was moved and seconded “.
- “Veronica put forward her opinions concerning the use of brevity when constructing the minutes of our meetings.” is deleted and replaced with,

“Veronica discussed best practices for the conduct of meetings and the importance of reading out motions to allow the recording secretary to record motions accurately. She mentioned the challenges of participating in meetings as a commissioner while at the same time being the recording secretary.”

- “The motion passed at our February 21 meeting related to moving a large boulder to Cotton Park to form the base of the Cotton family legacy monument was re-affirmed” is deleted and replaced with, “It was moved and seconded that the boulder identified to form the base of the Cotton Park family legacy monument will be installed.”

With these corrections, the motion was adopted.

It was **moved** by Bill W. and seconded by Peter that:

- draft minutes be circulated to the commissioners following a meeting;
- corrections (if any) will be submitted by commissioners to the Chair within one week after receipt of the draft minutes;
- corrections will be consolidated by the Chair and forwarded to the Secretary for amendment of the draft minutes;
- corrected minutes will be presented at the next meeting;
- after approval of the minutes by the commission, the minutes will be forwarded to the CRD.

The motion was adopted.

3. Formal correspondence / communications (incoming):

- a. a request for a wedding to take place on July 11, **2020** in the Adachi Pavilion, Dinner Bay Park.
- b. an email was received from John Aitkin regarding Felix Jack Park.
- c. an email was received from MIPATA and MICC concerning a meeting “Designing the Future of Mayne Island” at noon, May 23 at the Community Centre. Bill W. is attending on behalf of a water district. Peter will attend as commission representative.
- d. An email invitation to an invasive species symposium on May 29 at UVic was received from Jenny Eastman. Consideration is being given as to whether Peter or Vania might attend.

4. Formal correspondence / Communications (outgoing):

- a. Subject to the availability of the Adachi Pavilion on July 11, 2020 the request for a wedding on that date was approved.
- b. The door to the storage shed at Dinner Bay Park was damaged due to an attempted break in. A report with the RCMP was filed. Lance Shook and Chair Duggan did a temporary repair.
- c. Pursuant to a telephone call between Bill W. and Tedford Garage door service it became apparent it would be extremely expensive to have them attend on site to assess the damage to the door. Bill W. is sending photos in an attempt to minimize the cost of repair.

- d. Further correspondence to Stephen Henderson, CRD Property Manager, cc. to BBWD regarding the continued lack of a licence of occupation. Alan Barber, on behalf of BBWD, replied that they remain interested in purchasing the lot, but will not sign a licence of occupation. Chair Duggan contacted BC Hydro concerning trees near and leaning into power lines which he believes are on the road right of way. The matter is currently in the hands of Stephen Henderson.

CLOSED MEETING (Distributed Under Separate Cover) Approximately 3:45 pm - 4:00 pm. Bill W. requested a closed meeting for the purpose of further discussion regarding the wells and water systems which was approved by **unanimous consent**. The presence of Jean-Daniel at the closed meeting was also approved by **unanimous consent**.

The regular business meeting resumed at 4:00 pm.

5. Items arising from Old Business:

- a. Veronica stressed the importance of keeping the momentum going on the master plan revision and the need to decide on next steps and a date for a follow-up meeting. A significant amount of material was received by way of Justine Starke's (Manager, SGI Service Delivery, CRD) slides and Jean-Daniel's notes from the Master Plan retreat.

It was **moved** by Peter and seconded by Vania that a 3-person committee be formed to study the relevant material. A summary of key items will be prepared; circulated to the commission and followed up by a meeting of the committee of the whole. Jean-Daniel recommended extracting points of decision and points of action from the material.

The motion was adopted.

Vania, Bill W., Peter and Debra volunteered to be on the committee.

The committee of the whole is tentatively scheduled to meet on Tuesday, June 18, 2019 at 10:00 am at the CRD office located at the Bennett Bay Resort. Chair Duggan will extend an invitation to Justine and Jean-Daniel to attend the meeting.

- b. Bill W. reported over 195 Easter bags were distributed to the children during the Easter celebrations at Dinner Bay Park and it was a successful event. Several people who volunteered their time and assistance will be thanked by name and recognized in the June edition of the Mayneliner. The re-dedication ceremony of the Ed Williams trail was well attended and the family was appreciative of Peter's remarks.
- c. Debra presented draft notes entitled Governance Policy and Procedural Planning. She highlighted the main areas however commissioners were requested to review the notes and be prepared to discuss them at a future meeting. Veronica commented on Imagine Canada and the new issues and improvements in the charitable and not-for-profit sector. She emphasized the importance of a code of conduct and how, in the #MeToo era, it can take a long time to earn back a positive reputation once lost. Jean-Daniel requested permission to forward the notes to Justine to be considered for inclusion in the upcoming New Commissioner's Orientation tentatively scheduled for

June; permission granted. Jean-Daniel will also request Justine obtain the Galiano policy manual.

- d. Chair Duggan will recommend to Chair Chapman the following topics be addressed at the Commonality Meeting to be held on Pender Island, Wednesday, June 12, 2019:
- Pender Island's new regulatory by-law and enforcement issues;
 - Procurement policy and arrangements for services; and
 - 5-year master planning process – possible presentation by Justine Starke;
- The topics were approved by **unanimous consent**.

Peter, Vania, Kris, Bill W. and Debra will attend the meeting. Vice-Chair Peter will be presenting the Commission report for Mayne Island and all commissioners were requested to advise him of the information they would like included in the report. The ferry departs Mayne Island at 7:05 am and returns at 4:25 pm.

- e. A discussion took place concerning the importance of the Cotton Park rezoning issue and the length of time it will take the Commission to come to a definitive position to present to the Island Planner and Local Trust Committee.

It was **moved** by Veronica and seconded by Bill W. that the Chair write to Gary Richardson, Island Planner for Mayne, Islands Trust, cc Justine Starke, Manager, SGI Service Delivery, and the Local Trust Committee to request the time allowed to present the commission's position on the Cotton Park rezoning application be extended until September 2019.

The motion was adopted.

6. Items arising from new business:

- a. deleted
- b. John Aitken is reviewing options for refinishing the Welcoming figure in Felix Jack Park and would like to consult with the commission before proceeding. Kris will be the liaison on this project.

7. Treasurer's report:

No report due to Jerry's absence, however, he advised Chair Duggan he will submit this month's and next month's Treasurer's report at the meeting on June 13, 2019.

Chair Duggan had communicated with Jerry regarding a number of matters including financial procedures and requested copies of park contracts. Jerry advised there is a letter of understanding with the company that services the various washroom facilities but no other contracts. Chair Duggan recommended all financial obligations, contracts or otherwise, be reviewed.

8. Park Reports:

- a. Dinner Bay Park: Chair Duggan requested Bill W. organize a framed appreciation plaque for Jerry Betker, former commissioner, in recognition of his many years of committed service. Bill W. requested a spreadsheet or policy regarding events

- happening at the park in order that he is aware of upcoming events. There is an inventory of tools in the shed at Dinner Bay Park underway and Chair Duggan and Bill W. will complete the task. Bill W. reported he spent 17 hours cutting grass in the last month.
- b. Japanese Gardens: Via Len Epp, Bill W. reported they have many volunteers to help out.
 - c. Miners Bay Park: Chair Duggan reported the Christmas lights came down on April 14, 2019. The breaker box was rehung and will be secure for many years to come.
 - d. Henderson Park/ Trail Network Development: Peter reported the staircase at Kippen Road has been lowered. Trail guardians should be aware June is a critical month for salal and swordfern growth. Brian Henneberg, a registered arborist, submitted credentials to be approved for park work which are being reviewed by the CRD legal department. Mt. Parke/St. John Point draft management plans have been released and there will be a CRD booth at the farmer's market Saturday, May 18, 2019 and an open house at the Community Centre on May 28, 2019. Lynda Campbell has been asked to be trail guardian for the Ed Williams trail.
 - e. Village Bay Park: Peter advised there will be a work party on Saturday, May 11, 2019. It is unlikely that a dangerous tree can be taken down due to its size. It is anticipated there will be a burning event; tidy up and mesh affixed to the surround of the toppled over wishing well. Lynda Campbell asked if the wood from a fir tree could be taken and used by local citizens; there being no objections permission was granted by **unanimous consent**.
 - f. Cotton Park: Debra reported the electrical work to upgrade the irrigation system has been completed with some further work required to finish off the water connections. She is currently cleaning up the area which was trenched. The large granite boulder that will hold the plaque dedicated to the Cottons has been installed. The garden volunteers, who normally work independently, will be meeting at the park on June 30, 2019.

It was **moved** by Veronica and seconded by Vania that Park reports shall be circulated to the commissioners in advance of each meeting.

The main purpose of the motion was to ease in the taking of minutes.

The motion was adopted.

Jean-Daniel requested tourist brochures for the resource office and Peter provided him with copies of the Hiking and Walking Trail Map.

9. Chair Duggan advised the Commission that the next regular commission meeting was scheduled for Thursday, June 13, 2019 at 3:00 pm in the Library.

Adjourn: The meeting was adjourned at 5:39 pm.



TREASURER'S REPORT APRIL 12 TO MAY 9, 2019

(A) OPERATING FUNDS

Expenses	Opening Budget 2019	Total Deposits	1st Quarter Expenses & Transfers	Expenses Apr 12 to May 9	Remaining Budget
Dinner Bay	13,000	125	3,464	966	8,695
Miner's Bay	11,900	0	3,023	586	8,291
Cotton	10,700	0	811	230	9,659
Village Bay	7,000	660	456	152	7,052
Henderson	5,000	0	450	150	4,400
Trails Network	8,000	0	670	0	7,330
CRD Charges	8,000	0	2,182	801	5,017
All Other Expenses	16,700	0	4,038	1,431	11,231
Totals	80,300	785	15,094	4,316	61,675

(B) DONATED FUNDS

	Opening Balance	Total Deposits	1st Quarter Expenses & Transfers	Expenses Apr 12 to May 9	Remaining Budget
Japanese Garden	14,582	3,494	941	451	16,684
Putting Green / Disc Golf Course	1,452	0	0	0	1,452
	Opening Budget				

(C) RECREATION FUNDS

	32,825	1,645	755	523	33,192
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(D) CAPITAL RESERVE (UNALLOCATED)

	99,433	5,174	7,000	0	97,607
Capital Projects:					
Dinner Bay Ball Field Impr CX.109.2007.66	2,411	0	0	0	2,411
Christmas Tree Impr CX.069.2010.66	1,072	0	0	0	1,072
Cotton Monument CX.109.2008.66	0	7,000	0	750	6,250