



**Mayne Island Parks and Recreation Commission  
Minutes – July 11, 2019**

The Regular meeting of the Mayne Island Parks & Recreation Commission was held at the Library on Thursday, July 11, 2019 and was called to order at 3:00 pm.

Present: Bill Duggan (Chair) Peter Askin (Vice-Chair) Jerry Wise (Treasurer)  
Veronica Euper Kris Sigurdson Vania Williams  
Debra Bell (recording secretary)

Regrets: Bill Warning David Howe (Director CRD SGI)  
Ben Maberley (Alternate to Director CRD SGI)

**1. Approval of agenda:**

It was **moved** by Peter and seconded by Jerry that the agenda of the Mayne Island Parks and Recreation Commission regular commission meeting be approved. The following addition was made:

- 3(f) Email from Tim Begley requesting approval to conduct fitness classes at Dinner Bay Park

The motion as amended was adopted.

**2. Approval of June minutes:**

It was **moved** by Vania and seconded by Jerry that the minutes of the June 13, 2019 regular meeting of the Mayne Island Parks and Recreation Commission be approved. The motion was adopted.

**3. Formal correspondence/communications (incoming):**

- a. Telephone call from Library board asking permission to designate a “staff parking” spot for Library staff.
- b. Email request from Mayne Island Conservancy Society for approval of volunteer appreciation event at Dinner Bay Park on August 24, 2019.
- c. Telephone call from Mayne Island school requesting the commission present the Dave Bentham award on June 27, 2019.
- d. Email from Jessica Arnet, CRD attaching fully executed Bennet Bay Waterworks District, License of Occupation.
- e. Email from Bill McCance on behalf of the Mayne Island Chamber of Commerce asking the commission to consider allowing overnight camping on MIPRC property due to the upcoming closure of the Seal Beach campground.
- f. Email from Tim Begley requesting approval to conduct fitness classes at Dinner Bay Park.

**4. Formal correspondence/communications (outgoing):**

- a. The request for a “staff parking” spot at the Library was granted.

- b. The request for a volunteer appreciation event to be held at Dinner Bay Park on August 24, 2019 by the Mayne Island Conservancy Society was granted.
- c. The Mayne Island school was advised a representative of the MIPRC would be presenting the Dave Bentham award on June 27, 2019. The award was presented by Chair Duggan on that date.
- d. The Bennett Bay Waterworks District, Licence of Occupation was accepted as presented.
- e. It was **moved** by Peter and seconded by Veronica that the request by the Mayne Island Chamber of Commerce that MIPRC allow overnight camping on MIPRC property due to the upcoming closure of the Seal Beach campground be denied. The main concerns raised about overnight camping were:
  - fire danger; vandalism and rowdiness;
  - the general unsuitability of any of the parks managed by the commission for use as a campground;
  - the necessity for a full-time administrator;
  - the long-standing policy of no overnight parking or camping in any of our parks; and
  - incomparability between a private campground operator and a public operator.

It was suggested the Mayne Island Chamber of Commerce approach the CRD-Regional Parks Department with their request.

The motion was adopted.

- f. It was **moved** by Peter and seconded by Veronica that Tim Begley be approved to operate outdoor fitness classes in Dinner Bay Park subject to the availability of the park. It was noted that Mr. Begley holds \$5,000,000 in liability insurance. The motion was adopted.

Veronica raised the issue of contracts with park users and the need to address this matter in the future. Chair Duggan will advise the operator of the kayak/paddleboard business to refrain from conducting business from the Dinner Bay Park parking lot.

## 5. Items arising from old business:

- a. Peter recommended that the Parks Master Plan subcommittee have another meeting to continue their work prior to a full report or meeting of the committee of the whole. The commission agreed this was the best approach. The draft notes of the subcommittee meeting held on June 6, 2019 may be finalized.
- b. Kris reported on the [July 1, 2019](#) Canada Day celebrations at Miners Bay Park. Chair Duggan, Veronica and Rob Euper helped with set up. Although there were fewer attendees this year commissioners handed out many ice cream cones using 6 tubs of ice cream in total. Also, many Parks Master Plan surveys were distributed and a total of 26 were returned. Peter will check the Gulfport free mail for additional surveys. Peter previously distributed an email with a summary of the survey results to date. The stand out item was most people support acquiring additional parkland and will volunteer their time and donate money to the cause. Emails were sent to the Mayne Island Conservancy Society and Jean-Daniel

Cusin – CRD Mayne Island Liaison to request permission to leave copies of surveys at their offices.

- c. A quote was received from Tedford Doors to replace the damaged door at Dinner Bay Park in the amount of \$3,417.75.

It was **moved** by Peter and seconded by Kris that the quote by Tedford Doors to replace the damaged door at Dinner Bay Park be accepted and Tedford Doors hired to complete the work.

The main points regarding the motion were:

- Chair Duggan will forward the quote to CRD for approval to comply with the newly finalized procurement policy.
- Jerry will set this project up as a capital project rather than an operating expense of Dinner Bay Park given the magnitude and nature of the work.

The motion was adopted.

- d. In a follow-up to her report last month, Vania commented on the invasive species symposium she attended and the potential for eradication/reduction of invasive species as a goal of the 5-year Parks Master Plan. An example is giant hog-weed which is very toxic and on Mayne Island. Peter brought in a specimen of another invasive species, as yet unidentified.

- e. Peter commented on the Designing the Future of Mayne Island initiative, being undertaken by Deborah Goldman, Brian Crumblehulme and Jean-Daniel Cusin. Commissioners were requested to complete a survey on Survey Monkey, the link to which may be found in the email distributed by Jean-Daniel Cusin, via Peter. Also, commissioners were asked to consider who they might recommend be on the select committee of 30 people who will be advancing the initiative.

- f. It was **moved** by Debra and seconded by Jerry that a committee be formed to prepared a detailed response to the Islands Trust Local Trust Committee position on the rezoning application of the Fred and Bette Cotton Community Park.

The main points regarding the motion were:

- ideally the response will be ready for review at the regular commission meeting in August;
- The response needs to be submitted prior to the Local Trust Committee meeting in September.

The motion was adopted.

Debra, Veronica and Kris volunteered to be on the committee.

- g. Currently the recording secretary is Debra, who agreed to act on an interim basis until an alternate could be found but no later than December 2019. There was discussion of the pros and cons of having a paid recording secretary.

It was **moved** by Jerry and seconded by Kris that we advertise in the September Mayneliner for a recording secretary of the Mayne Island Parks and Recreation Commission, to be paid \$22-\$25/hr.

The motion was adopted.

- h. A regular service required by the Mayne Island Parks and Recreation Commission is janitorial services for the washrooms and vault toilets in a number of parks. Given the newly finalized procurement policy and the need to exercise due diligence with respect to financial obligations this situation requires review.

It was **moved** by Peter, seconded by Veronica that a committee be formed to review the janitorial services for washrooms and vault toilets.

The main point made in favor of the motion was:

- this is the main financial obligation of the commission and it should be reviewed on a stand-alone basis.

The main concern raised about the motion was:

- this is an opportunity to take a broader look at hiring a maintenance person who also services the washrooms.

The motion was adopted.

Veronica, Kris and Debra volunteered to be on the committee.

**6. Items arising from new business:**

- a. The committee to review and adapt the Pender Island Parks and Recreation Commission draft by-law to Mayne Island includes Chair Duggan, Veronica, Peter and Kris. After their deliberations, Veronica prepared a draft by-law for Mayne Island which was circulated to the commission and Justine Starke, Manager, SGI Service Delivery for comment.
- b. The date chosen, by unanimous consent, for the annual volunteer appreciation BBQ at the Adachi Pavilion, Dinner Bay Park was August 22, 2019. Duties were assigned as follows:
  - Chair Duggan will request Bernadette Ponsford to provide catering services;
  - Chair Duggan will contact Bill W., Lions representative, for use of the BBQ and equipment;
  - Kris will liaise with Bernadette Ponsford and Bill W. regarding missing or required items in the kitchen;
  - Jerry will order the food and supplies from Tru-Valu;
  - Veronica will arrange for a cake from Sunny Mayne Bakery Café;
  - Debra will obtain the Special Event Permit and order the beer and wine;
  - The cost of the beer and wine will be borne personally by some of the commissioners to comply with the policy that taxpayer funds are not to be used to buy liquor.

**7. Treasurer's report:**

Jerry presented a report covering the period June 14 to July 11, 2019. He noted that recreation fund expenses included \$500 for the Tour des Iles and \$300 for the Dave Bentham award for a total of \$800.

It was **moved** by Jerry and seconded by Vania that the Treasurer's report be approved. The motion was adopted.

**8. Park Reports:**

- a. Dinner Bay Park: Chair Duggan reports the new tractor is still not working despite many attempts to make it operational. John Deere will make a service call and cover time on the job and parts but will not cover travel time and expenses.

The old tractor is operational but cannot be removed from the shed due to the broken door. The women's washroom door automatic closing mechanism needs to be repaired. Chair Duggan and Bill W. made a list of redundant motorized equipment in the shed which was forwarded to Justine Starke to be shared with other park commissions in case of need. Remaining surplus will be sold or donated.

- b. Japanese Gardens: No report
  - c. Miners Bay Park: Chair Duggan reports the roof over the bulletin board near the east entry needs replacement. A quote was received from Bartosz Barczak of GreatScapes Landscaping for \$450 plus materials which was approved by unanimous consent. Chair Duggan will obtain a purchase order to comply with CRD procurement policy. The broken window near the south-west corner will be replaced by Richard DeArmond. The garden was weeded.
  - d. Henderson Park/Trail Network Development: Peter reports that maintenance on the south half of the Doreen McLeod trail commenced and will be completed when the weather improves; additional steps on the Vulture Ridge trail were installed where the giant blowdown took place with further work required; a signpost was installed at the upper junction of the Don Herbert Trail and the Vulture Ridge Trail using a new compound in lieu of cement discovered by Chair Duggan; numerous snags were removed just inside the Plumper Pass Park panhandle at the end of Kim Road with assistance from Chair Duggan and an inventory is being compiled of boardwalks, wooden benches and other park assets.
  - e. Village Bay Park: Peter will ask Bartosz Barczak for a quote to create a replacement wishing well.
  - f. Cotton Park: Debra reports a letter was received from the CRD building inspector related to deficiencies in meeting the conditions of the demolition permit. The septic tank must be filled with sand; the inflow pipe capped off and a "Do Not Drink" sign placed at the hose bib. A strawberry shortcake and tea was held on June 30, 2019 for Bette's Garden Guardian volunteers with an attendance of 10; Justine Starke, CRD will advise the grant co-ordinator of the TD Environment Fund that MIPRC would like to make an application for funding; an improved automatic gate closing system was installed on circle garden gate; the irrigation system continues to be fine tuned with assistance from Bill Warning; ongoing garden, grounds and trail maintenance and Jerry will follow up with Terry Miller as to his progress on the wording for the bronze plaque on the memorial boulder.
9. Chair Duggan advised the Commission that the next commission meeting was scheduled for Thursday, August 8, 2019 at 3:00 pm at the CRD Mayne Island Resource Centre at 494 Arbutus Drive, Mayne Island. The meeting will commence with consideration of recreation funding applications then a brief break to be followed by the regular commission meeting.

It was **moved** by Kris and seconded by Vania that the meeting be adjourned. The motion was adopted and the meeting was adjourned at 4:57 pm.



TREASURER'S REPORT JUNE 14 TO JULY 11, 2019

(A) OPERATING FUNDS

Expenses	Opening Budget 2019	Total Deposits	1st Quarter Expenses & Transfers	Expenses Apr 12 to May 9	Expenses May 10 to Jun 13	Expenses Jun 14 to Jul 11	Remaining Budget
Dinner Bay	13,000	125	3,464	966	1,298	721	6,676
Miner's Bay	11,900	0	3,023	586	494	450	7,347
Cotton	10,700	0	811	230	2,881	701	6,077
Village Bay	7,000	660	456	152	152	255	6,645
Henderson	5,000	0	450	150	150	150	4,100
Trails Network	8,000	0	670	0	117	122	7,091
CRD Charges	8,000	0	2,182	801	987	410	3,620
All Other Expenses	16,700	0	4,038	1,431	1,662	1,292	8,277
<b>Totals</b>	<b>80,300</b>	<b>785</b>	<b>15,094</b>	<b>4,316</b>	<b>7,741</b>	<b>4,101</b>	<b>49,833</b>

(B) DONATED FUNDS

	Opening Balance	Total Deposits	1st Quarter Expenses & Transfers	Expenses Apr 12 to May 9	Expenses May 10 to Jun 13	Expenses Jun 14 to Jul 11	Remaining Budget
Japanese Garden	14,582	5,529	941	451	575	1,121	17,023
Putting Green / Disc Golf Course	1,452	0	0	0	0	0	1,452
	<b>Opening Budget</b>						

(C) RECREATION FUNDS

	32,825	1,645	755	523	145	800	32,247
--	--------	-------	-----	-----	-----	-----	--------

(D) CAPITAL RESERVE (UNALLOCATED)

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