



Mayne Island Parks and Recreation Commission

Minutes – August 8, 2019

The Regular meeting of the Mayne Island Parks and Recreation Commission was held at the CRD Resource Centre at 494 Arbutus Drive, Mayne Island on Thursday, August 8, 2019 and was called to order at 3:40 pm.

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

Regrets: 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 motion was adopted.

2. Approval of July minutes:

It was **moved** by Vania and seconded by Jerry that the minutes of the July 11, 2019 regular meeting of the Mayne Island Parks and Recreation Commission be approved.
The motion was adopted.

3. Formal correspondence/communications (incoming):

- a. Various communications regarding Dinner Bay Park shed door.
- b. Request from Mayne Island Early Childhood Society (MIECS) to install signs for children's Personal Flotation Device (PFD) loaners at various locations. See item 6(a)
- c. Request from Robyn Yeldon, Mayne Island Garden Club regarding a plaque for Ed Hunter. See item 6(b)
- d. Request for use of the Dinner Bay Park Adachi Pavilion August 10, 2019 by the Mayne Island Conservancy Society for its "Starry Nights" event. Request granted.
- e. Communication with CRD regarding a possible opportunity to acquire new parkland. See item 6(c)
- f. Official notice from Wisdom Enterprises Ltd. that, for medical reasons, they can no longer provide cleaning and restocking services as of September 30, 2019.

4. Formal correspondence/communications (outgoing):

- a. Chair Duggan telephoned Tim Begley and Nicole Rittman regarding their activities at Dinner Bay Park. Tim Begley was given permission to conduct fitness classes at the park and Nicole Rittman was requested not to solicit business

in the park nor park her van in the no parking zone. Considerable discussion ensued regarding allowing commercial activities in community parks. It was **moved** by Peter and seconded by Kris that a committee be formed to draft a clear and unambiguous policy regarding commercial activity in our parks. Veronica noted the drafting of new regulatory bylaws was a long-term process and therefore the committee recommendations would be an interim measure. The motion was adopted.

Kris and Vania volunteered to be on the committee and consult with Steve Carey, Legal Services, CRD for legal advice.

- b.** The Mayne Island Chamber of Commerce (MICC) requested the MIPRC to consider allowing overnight camping on MIPRC property in light of the impending closure of the Seal Beach campground. An email was sent to Bill McCance turning down the request and suggested alternative courses of action.
- c.** Email from Peter to David Howe regarding a bylaw enforcement officer for Mayne Island.

5. Items arising from old business:

- a.** Kris and Veronica reported that a regulatory bylaw will be a long term, ongoing project as the PIPRC revised bylaw project has been put on hold. Priorities and issues for the MIPRC revised bylaw include:
 - no bicycles or electric scooters on trails;
 - no drones, smoking or vaping;
 - dogs under control per CRD bylaw;
 - commercial activities only with the Commission's prior written approval;
 - clarification as to whom can issue a simple ticket; and
 - permitted MOT beach accesses.

Peter reported on email correspondence with Don Brown, Chief Bylaw Enforcement Officer and recommended an in-person meeting with Don Peden, bylaw enforcement officer on Pender Island.

- b.** Debra reported the subcommittee including Veronica and Kris, recommends the Mayne Island Local Trust Committee (LTC) be requested to allow an MIPRC delegation present their position on the bylaw amendment application to rezone Cotton Park from "Rural" to "Park" at the next LTC meeting on September 30, 2019. A draft submission has been prepared and after receiving input from the CRD it will be circulated to all commissioners.
- c.** Jerry reported that the replacement of the damaged garage door at Dinner Bay Park will be covered by insurance. The insurance claim documents have been forwarded to Harvey Lee, CRD and Chair Duggan will deal with the contractor directly to replace the door. In discussions with the RCMP they expressed their intent to take greater interest in Mayne Island. Debra will request permission from Allen Slade, Mayne Island Lions, to store the new tractor in the Lions shed temporarily until the garage door is replaced.
- d.** Chair Duggan reported organization for the annual Volunteer Appreciation BBQ to be held on Thursday, August 22, 2019 at the Adachi Pavilion, Dinner Bay Park was well underway. The Japanese Garden and Lions volunteers have been invited with positive feedback received. Commissioners agreed to a variety of duties.

- e. Peter reported he relies on updates on Facebook for developments on the Designing the Future of Mayne Island workshop and survey with none being posted since July 15, 2019. The committee has apparently narrowed their focus down to 5 items and Peter will follow up with Jean-Daniel Cusin, CRD Mayne Island Liaison for further information.
- f. Veronica reported that she obtained a variety of template contracts from Steve Carey which is useful to understand the types of contracts in use. With respect to the janitorial contract we need a straightforward contract although the CRD will take the time to help a contractor understand it if required. The subcommittee determined that service frequency will remain as currently provided. Chair Duggan and Veronica will create a simple ad for the Mayneliner with Chair Duggan to be contacted for further information. Looking at the bigger picture, given the huge amount of time and work required to service the washrooms based on Jerry's information and the annual cost which is \$20,000 plus, Veronica raised the issue of whether it was the obligation of the MIPRC to provide washroom facilities for all of the downtown core of Mayne Island and was this a community issue. Considerable discussion ensued ranging from limiting washroom hours to the library hours; adding vault toilets or port-a-potties to upgrading the current washrooms. Jerry noted we may be able to obtain increased funding from the CRD. Peter commented that as fundraisers for the park and library, the MICC required parks to look after the washrooms as a condition of transferring title. Chair Duggan will gather information on upgrading the washrooms and ask Stream Line Plumbing of Salt Spring Island to look at this possibility. It was **moved** by Peter, seconded by Kris that the MICC be contacted regarding the current problems and situation with the washrooms and MIPRC would like a more equitable cost division for maintaining the washrooms. The motion was adopted. Chair Duggan will write a letter to the MICC.

6. Items arising from new business:

- a. It was **moved** by Jerry and seconded by Peter the MIECS request to post signs be approved. After debate and amendment, the following motion was adopted: That the MIECS request to post signs at Dinner Bay Park and Village Bay Park to inform people about the PFD loaner program be approved subject to the PFD's being maintained to meet current standards with an annual approval process. Their written request was given to Debra to review.
- b. It was **moved** by Peter and seconded by Bill W to approve and pay for the plaque requested by the Mayne Island Garden Club in honour of Ed Hunter. Bill W will liaise with Len Epp to organize a suitable dedication ceremony.
- c. Due to time constraints, Peter requested that a motion for him to explore the possibility of a new park at an identified location be deferred until the September 12, 2019 meeting.
- d. A project spearheaded by Chair Duggan with assistance from Veronica was to determine how to preserve and expand our volunteer base. Veronica reported they had created a short survey to ask volunteers about their motivation to participate. It was decided Veronica should interview each volunteer for a more personal

approach. Commissioners were requested to provide Veronica with a list of their volunteers and contact information.

- e. Chair Duggan expressed concern over the situation whereby some individuals volunteer to mow parks while other individuals are paid and whether a committee should investigate contracting out our lawn mowing at Miners Bay Park and Dinner Bay Park. Debra raised the issue of potentially hiring one contractor to perform a variety of maintenance work. Peter and Bill W commented on the implications this may have for the new tractor.

It was **moved** by Jerry and seconded by Vania that a committee be formed to examine all aspects of contracting out work including mowing; janitorial and other services including the concept of it all being done by one contractor. The motion was adopted. Kris and Debra volunteered to be on the committee as an extension of the janitorial services committee. Veronica, who had departed the meeting, will be asked if she will also serve on the committee.

7. Treasurer's report

Jerry presented a report covering the period July 12, 2019 to August 8, 2019. He noted the cost of sand at Cotton Park to meet the building inspector's requirements. The Village Bay Improvement Association, which removes seaweed from the bay to distribute to gardeners and it helps to eliminate odours, has been paid the first of two draws. The remaining draw of \$2300 will be paid in September, 2019. It was **moved** by Jerry and seconded by Peter that the Treasurer's report be approved. The motion was adopted.

8. Park reports:

- a. Dinner Bay Park: Bill W reported the new John Deere tractor is finally running and was fixed while still under warranty. The grass and the softball diamond have been cut and trimmed. He would like to know how many people use the park and perhaps implement a counting system next year. Concern was expressed regarding a silver Volkswagen Jetta frequenting the park and the residence of the owner.
- b. Japanese Gardens: Bill W reported the gardens look great and there is a large turnout of volunteers.
- c. Miners Bay Park: Chair Duggan reported the dogwood trees in the garden area are given weekly water bags; the flower garden has been weeded and the lavender trimmed. The park area and washrooms are heavily used. Bill W reports that the grass has been mowed; he is waiting for a quote for the water system at the library and will also obtain a quote from a company on Salt Spring Island. The Terry Fox Foundation received \$900 in donations from the movie night.
- d. Henderson Park/Trail Network Development: Peter reported he 'schlepped' a signpost to the viewpoint on the Vulture Ridge Trail. Shortly there will be no signs on trees at Henderson Park. With the assistance of Chair Duggan additional steps were installed above and below the giant fir tree root ball on the Vulture Ridge Trail. There has been no response for a Trail Guardian for the Doreen McLeod Trail. The Sykes Road beach access trail has been groomed and raked. Chair Duggan and Kris assisted with the 'broom bash' on the pedestrian right-of-

way in Henderson Park. A sad farewell to Herbie and Bernard Rochet and their contributions to trail building have been praised in the Mayneliner. Peter will be discussing with the Mayne Island Pathways and Trails Association a possible joint stewardship agreement on a Ministry of Transportation and Infrastructure right of way from Felix Jack Road to Mary Jeffery Park.

Peter, Debra and Kris will be manning a table on the grounds of the Agricultural Hall at the annual Fall Fair on Saturday, August 17, 2019 and request attendees to complete the survey related to the 5-year Parks Master Plan. Peter recommended our attendance from 11:30 am – 1:30 pm with setup taking place on August 16, 2019. Bill W will create a display stand and provide chairs; Debra will provide a table and Peter and Kris will bring the survey; brochures and pens.

- e. Village Bay Park – Peter reported he has had difficulty contacting Hans van Tongeren regarding the construction of a replacement wishing well. Bill W will provide Peter with current contact information.
 - f. Cotton Park: Debra reported the deficiencies have been corrected to meet the conditions of the demolition permit; septic tank filled with 7 yards of sand and inflow pipe capped. Peter has ordered a permanent metal sign of the required Notice. Debra met with Chris Watson, building inspector; all approved and final granted. TD Environment Fund: waiting to hear application is proceeding; ongoing fine-tuning irrigation system with assistance of Bill W; ongoing garden, grounds and trail maintenance; Jerry reported he has an upcoming conference with Terry Miller and will provide an update on the wording for the bronze plaque on the boulder. A park visitor asked how they could donate money to the park and as there is no donation box perhaps a brief line could be put in the next Mayneliner article. Debra met with Rob Underhill of the Mayne Island Conservancy Society to discuss preparing a stewardship plan for the park.
9. Chair Duggan advised the Commission that the next commission meeting was scheduled for Thursday, September 12, 2019 at 3:00 pm at the Library.

It was **moved** by Kris and seconded by Bill W. that the meeting be adjourned. The motion was adopted and the meeting was adjourned at 5:45 pm.



TREASURER'S REPORT JULY 12 TO AUGUST 8, 2019

(A) OPERATING FUNDS

Expenses	Opening Budget 2019	Total Deposits	1st Quarter Expenses & Transfers	2nd Quarter Expenses	Expenses Jul 12 to Aug 8	Remaining Budget
Dinner Bay	12,000	250	3,464	2,985	712	5,089
Miner's Bay	10,900	0	3,023	1,530	450	5,897
Cotton	10,700	0	811	3,812	735	5,342
Village Bay	7,000	660	456	559	2,212	4,433
Henderson	5,000	0	450	450	150	3,950
Trails Network	8,000	0	670	239	90	7,001
CRD Charges	10,000	0	2,182	2,198	1,652	3,968
All Other Expenses	16,700	0	4,038	4,385	1,939	6,338
Totals	80,300	910	15,094	16,158	7,940	42,018

(B) DONATED FUNDS

	Opening Balance					
Japanese Garden	14,582	6,203	941	2,147	0	17,697
Putting Green / Disc Golf Course	1,452	0	0	0	0	1,452
	Opening Budget					

(C) RECREATION FUNDS

	32,825	1,645	755	1,468	1,145	31,102
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(D) CAPITAL RESERVE (UNALLOCATED)

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