



## Mayne Island Parks and Recreation Commission

### Minutes – September 12, 2019

The Regular meeting of the Mayne Island Parks and Recreation Commission (MIPRC) was held at the Library, Mayne Island on Thursday, September 12, 2019 and was called to order at 3:00 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. Guest presentation: Irene Barrett, Chair of the Mayne Island Pathways and Trails Association (MIPATA), reported on a new project developing the 300 metre Ministry of Transportation & Infrastructure right-of-way from Felix Jack Road, across from the Community Centre, almost to the end of Kim Road bordering Mary Jeffery Park. Irene believes the project can be funded at the community level without CRD involvement. Bill W. requested she also make a presentation to the Lions.

#### 3. Approval of August minutes:

It was **moved** by Bill W. and seconded by Veronica that the minutes of the August 8, 2019 regular meeting of the Mayne Island Parks and Recreation Commission be approved. The motion was adopted.

It was **moved** by Kris and seconded by Peter that the minutes of the August 8, 2019 closed meeting to consider applications for recreational funding of the Mayne Island Parks and Recreation Commission be approved. The motion was adopted.

#### 4. Formal correspondence/communications (incoming):

- a. An estimate to upgrade the water system at the Library from Stream Line Plumbing, Salt Spring Island.
- b. An invitation to commissioners to attend the Mayne Island Community Centre's 25<sup>th</sup> Anniversary celebrations on September 28, 2019.
- c. Agenda for CRD Commissioner Orientation September 13, 2019, Sidney, B.C.  
Kris, Vania, Peter, Veronica and Debra will attend.

- d. Email from Don Elliott, First Nations Relations Manager, CRD regarding consultation with First Nations on the Parks Master Plan.
- e. Email from Bennett Bay Waterworks District outlining risk assessment of several trees and recommended plan of action. The BBWD offered MIPRC the firewood from the felled trees. It was **moved** by Peter and seconded by Jerry to approve the BBWD request for approval of the plan. The motion was adopted. Chair Duggan will advise the BBWD the plan was approved.
- f. Telephone calls and correspondence concerning the damaged boat ramp at David Cove. Jerry reported there was a License of Occupation for the boat ramp which came up for renewal in approximately 2017. After discussion at a commission meeting the decision was made not to renew the license; the license expired and commission involvement with the boat ramp ended. The Association of Mayne Island Boaters (AMIB) declined to take over the license. Chair Duggan will advise AMIB that MIPRC has no involvement with the boat ramp and Peter will remove the MIPRC sign. MIPRC does have a license for the boat launch at Village Bay which runs until 2022.
- g. John Aitken requested approval for the annual Red Dress event in Felix Jack Park, with a short film to be shown on October 6, 2019 at the Fire Hall. It was **moved** by Jerry and seconded by Kris to approve the request for the Red Dress event in Felix Jack Park from October 4 to October 6, 2019. The motion was adopted.

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

- a. Letter sent to the Mayne Island Chamber of Commerce requesting a cost-sharing arrangement for janitorial services at Miner's Bay Park. Bill McCance, Chair, advised that he will present the request at their next meeting on September 17, 2019. Jean-Daniel Cusin, CRD Mayne Island Liaison, became aware of the situation and recommended we ask the CRD for additional funding.
- b. Numerous emails in and out concerning the janitorial services contract and recording secretary position. Two parties are interested in the janitorial services contract and the janitorial services committee will make the final recommendation. There was one inquiry regarding the recording secretary position and Kris will advise another individual about the opening.
- c. Letter to Richard Iredale regarding the Miner's Bay gazebo roof beams which show significant signs of wood rot.

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

- a. The wording for the plaque on the boulder at Cotton Park commemorating the Cotton's generated much debate. Several commissioners felt the wording for the plaque should be revised to include more about the Cotton's and were under the impression there would be an opportunity to provide input. Jerry advised the plaque had already been ordered and was in production at a cost of \$1,567. It was **moved** by Debra, seconded by Vania that wording for the plaque be developed by Vania for consideration by the commission at the next meeting. The motion was defeated. Chair Duggan, Jerry, Peter and Bill W. voted against the motion.
- b. Kris and Vania reported on the regulation of commercial activity in community parks. They had reviewed the existing Mayne Island by-laws and culled relevant

provisions which they will distribute to commissioners and request comments at the next meeting. Veronica will forward comments received on activities such as paddleboarding.

- c. Peter reported that with respect to by-law enforcement issues the project is on hold. Pender Island's by-law revision is also on hold.
- d. Bill W. reported on the annual volunteer appreciation BBQ held at the Adachi Pavilion, August 22, 2019. A certificate of appreciation will be prepared and given to Jerry Betker, former commissioner, in recognition of his many years of dedicated service and assistance.
- e. Debra reported on the submission regarding the rezoning application for Cotton Park. Jerry, Peter and Bill D. confirmed they were not notified the rezoning application was on the LTC agenda in January 2019. With respect to previous attempts at engagement with First Nations Jerry reported there was a date set for a meeting; a gift basket was prepared but unfortunately an elder died and the meeting was cancelled. Attempts to reschedule the meeting were unsuccessful. Jerry will look for the name of the CRD First Nations liaison. It was **moved** by Debra, seconded by Kris that Chair Duggan request the Islands Trust approve a delegation from MIPRC to present their position on the Cotton Park rezoning application at the Islands Trust meeting on September 30, 2019 and the submission be included as supporting documentation. The motion was adopted. It was **moved** by Debra and seconded by Bill W. that Chair Duggan and/or whomever he appoints is authorized to speak on behalf of the MIPRC at the Islands Trust meeting on September 30, 2019. The motion was adopted. Most commissioners will attend the meeting.
- f. Debra reported the committee for the Parks Master Plan has been focused on public engagement and the survey process. Peter, Kris and Debra attended the Fall Fair on August 17, 2019 and the Lion's Salmon BBQ on September 1, 2019 inviting people to complete the survey. In addition, the survey is on-line on the MIPRC facebook page and Mayne Island Info. Peter will write an advertisement for publication in the October MayneLiner with link information to the survey and a deadline for completion of October 15, 2019. The survey will then have covered community events; online and print advertising. The committee will summarize and distribute the results and then schedule a meeting of the Committee of the Whole to determine next steps. Don Elliott, CRD First Nations Relations Manager recommended a series of steps with respect to First Nations consultation which Debra recommended we follow and this was met with **unanimous consent**. Peter noted the process would need to accommodate the practicality of completing the Parks Master Plan on a timely basis. Veronica commented on the Provincial Government and CRD websites regarding First Nations consultation.

#### 7. Items arising from new business:

- a. Peter reported on the potential for acquisition of a new park in the Glen Echo Ridge area. The owner of a large parcel of land, who recognizes the land cannot be developed, is considering selling it as parkland. Stephen Henderson, CRD Manager Real Estate Services, valued it historically at \$800,000. It was **moved**

by Peter and seconded by Jerry to form a committee to explore the possibility of a joint fund-raising campaign with the CRD and/or the Mayne Island Conservancy Society (MICS) to acquire the summit ridge. The motion was adopted. Peter, Bill W. and Vania will form the committee.

- b.** It was **moved** by Peter and seconded by Vania the MIPRC partner with MIPATA in the development of a trail between Felix Jack Road and the end of Kim Road (approximately 300 metres). Volunteers shall be encouraged to work on this trail project, and funding may be provided in the near or intermediate future (depending in part on the outcome of discussions with the CRD). The motion was adopted.
- c.** Veronica reported on playground safety at Dinner Bay Park and safety standards. Veronica met with a concerned resident and witness who reported an alleged incident whereby a man was pushing a young woman on the zip-line very forcefully. An older man was pushed to the ground as a result of trying to communicate his concern for the young woman's safety. The incident had not been reported to the RCMP. Veronica contacted Ross Cameron, CRD Manager, Risk and Insurance, and in the course of conversation she was advised there is a mandatory monthly safety inspection (including checklist) and an annual safety inspection by a certified professional of all playgrounds. Ross Cameron will contact Veronica with the name and contact information of the certified professional used by the CRD, and Veronica will advise Bill W. Kris will contact the Mayne Island school to inquire when their inspection is scheduled and advise Bill W. who will arrange for the inspection at Dinner Bay Park.
- d.** A new page on the MIPRC Facebook site is to be dedicated to lost and found items from Dinner Bay and Miner's Bay Parks. Jerry is the contact person for claiming the items.
- e.** Chair Duggan spoke about the value and satisfaction of working with volunteers and with Veronica's assistance a volunteer survey was developed in an effort to preserve and possibly expand the volunteer base. Interviews will be conducted by Chair Duggan and/or Veronica with each volunteer. Bill W. recommended including the volunteer groups that put up the Christmas lights at the Japanese Gardens and the Miner's Bay Christmas Tree and also to give Len Epp advance notice of when the interviews will take place. Veronica repeated her request for commissioners to provide her with volunteer contact info if they had not already done so.  
Peter will place an advertisement in the October issue of the MayneLiner for new commissioners as Chair Duggan's, Peter's, Veronica's and Debra's term is up at the end of December.
- f.** Following up on a request by a volunteer at the Japanese Gardens for new T-shirts, Chair Duggan took an inventory of Commissioner and Volunteer T-shirts and there is a need to re-order. Bill W. will provide Veronica with contact information of a T-shirt vendor on Vancouver Island.

## **8. Treasurer's report**

Jerry presented a report covering the period August 9, 2019 to September 12, 2019. Items of note were the final draw by the Village Bay Improvement Association for

seaweed removal; the disbursement of recreational funds as approved at the meeting on August 8, 2019 and the foundry expense for the plaque at Cotton Park. It was **moved** by Jerry and seconded by Peter that the Treasurer's report be approved. The motion was adopted.

**9. Park reports:**

- a. Dinner Bay Park: Bill W. reported the Lions served 500 meals on the Labour Day weekend and the disc golf course and zip line are in constant use. The garage door has been replaced and the tractor parked inside. Two volunteers will ensure the putting green is brought up to par.
- b. Japanese Gardens: Bill W. reported placards naming all the plants and trees have been installed. This project was funded by a generous donation.
- c. Miner's Bay Park: Chair Duggan reported numerous problems with the accessible women's toilet and despite attempts to solve the issue the toilet is still out of service. It was **moved** by Bill W. seconded by Kris that the estimate from Stream Line Plumbing of Salt Spring Island in the amount of \$10,912.76 to upgrade the potable water system in the library to meet the requirements of Vancouver Island Health be accepted. By **unanimous consent**, consideration of the main motion was postponed as clarification was needed as to the process for approving quotes over \$10,000 where there is a shortage of qualified bidders. Upgrading of the washroom facilities has not been priced to date. The beam ends of the gazebo roof are showing varying amounts of wood rot and Richard Iredale, the builder, will meet Chair Duggan [October 14, 2019](#) to determine a course of action. The roof over the notice board (north-west corner) is being replaced as it had rotted beyond repair. Peter trimmed encroaching blackberry vines.
- d. Henderson Park/Trail Network Development: Peter reported additional signposts were installed at the Vulture Ridge viewpoint, Henderson and Plumper Pass Parks and signs transferred from trees to new posts with assistance from Chair Duggan. New Trail Guardians were welcomed: Adrian Wright - East Boundary Trail and Alexis Borsboom and family - Doreen McLeod trail. Additional steps were installed above the giant root ball on the Vulture Ridge Trail with assistance from Chair Duggan. New signage was installed on the Kadonaga Trail to eliminate any chance of confusion by trail users. Numerous trails were patrolled, groomed and/or raked. Peter will update the inventory of all parks and pocket parks.
- e. Village Bay Park – No report.
- f. Cotton Park: Debra's report covered Trisha Glatthaar, the new "Native Plant Guardian"; email correspondence with Don Enright of the MICS regarding installation of a Purple Martin birdhouse in an appropriate location; installation of the timer for the irrigation system and lattice partitions ready to install to protect the irrigation lines and pump. Debra noted an incorrect date in the wording for the plaque and discussion ensued as to the appropriate course of action.

**10.** Chair Duggan advised the Commission that the next commission meeting was scheduled for Thursday, October 10, 2019 at 3:00 pm at the Library.

It was **moved** by Kris and seconded by Vania that the meeting be adjourned. The motion was adopted and the meeting was adjourned at 6:15 pm.



TREASURER'S REPORT AUGUST 9 TO SEPTEMBER 12, 2019

(A) OPERATING FUNDS

Expenses	Opening Budget 2019	Total Deposits	1st Quarter Expenses & Transfers	2nd Quarter Expenses	Expenses Jul 12 to Aug 8	Expenses Aug 9 to Sep 12	Remaining Budget
Dinner Bay	12,000	250	3,464	2,985	712	1,239	3,850
Miner's Bay	10,900	0	3,023	1,530	450	1,025	4,872
Cotton	10,700	0	811	3,812	735	249	5,093
Village Bay	7,000	660	456	559	2,212	2,592	1,841
Henderson	5,000	0	450	450	150	171	3,779
Trails Network	8,000	0	670	239	90	0	7,001
CRD Charges	10,000	0	2,182	2,198	1,652	920	3,048
All Other Expenses	16,700	0	4,038	4,385	1,939	2,606	3,732
<b>Totals</b>	<b>80,300</b>	<b>910</b>	<b>15,094</b>	<b>16,158</b>	<b>7,940</b>	<b>8,802</b>	<b>33,216</b>

(B) DONATED FUNDS

	Opening Balance						
Japanese Garden	14,582	8,153	941	2,147	0	931	18,716
Putting Green / Disc Golf Course	1,452	55	0	0	0	0	1,507
	<b>Opening Budget</b>						

(C) RECREATION FUNDS

	32,825	1,645	755	1,468	1,145	25,942	5,160
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(D) CAPITAL RESERVE (UNALLOCATED)

	99,433	5,174	7,000	0	0	0	97,607
<b>Capital Projects:</b>							
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	1,567	4,683