



**Minutes of the Regular Meeting of the Mayne Island Parks and Recreation Commission**  
**Held October 10, 2019 in the Library, Mayne Island.**

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**PRESENT:** Bill Duggan (Chair) Peter Askin (Vice-Chair) Veronica Euper  
Bill Warning Kris Sigurdson Vania Williams  
Debra Bell (recording secretary)

**REGRETS:** Jerry Wise (Treasurer) David Howe (Director CRD SGI)

The meeting was called to order at 2:00 pm.

**1. Approval of Agenda**

**MOVED** by Bill W. and **SECONDED** by Veronica,  
That the agenda be approved as circulated.  
**CARRIED**

**2. Adoption of Minutes**

**MOVED** by Peter and **SECONDED** by Kris,  
That the minutes of the September 12, 2019 meeting be adopted as previously circulated.  
**CARRIED**

**3. Chair's Remarks**

There were none.

**4. Presentations/Delegations**

There were none.

**5. Correspondence incoming:**

- a. Email request from Rob Noyes for a wedding ceremony at Fred and Bette Cotton Community Park on September 5, 2020.

- b. Emails regarding the Saturna Commonality Meeting to be held on October 28, 2019 or October 30, 2019. Chair Duggan, Vania, Peter and Bill W. can attend on October 28, 2019 and Veronica may be able to attend.
- c. Email from the Mayne Island Chamber of Commerce (“MICC”) inquiring how much financial assistance MIPRC is requesting for janitorial costs at Miner’s Bay Park. Bill McCance, Chair, MICC advised this type of support is not something they normally do and it is unlikely they will contribute to the costs.
- d. Quotes and applications received in response to the ads for janitorial contractor and recording secretary.
- e. Reply from the Mayne Island Pathways and Trails Association (“MIPATA”) regarding the new trail on the right-of-way at Kim Road.
- f. Request from the Quilter’s Guild for permission to hold a quilt show and “Merchants Mall” in July 2020 at Dinner Bay Park.
- g. Request from K. Stevenson of 528 Bayview Rd. to assess dead trees in Sandy Hook Park for possible property damage.

**6. Correspondence outgoing:**

- a. Replies to above
- b. Correspondence to Al Wood clarifying MIPRC is not responsible for the David Cove boat launching ramp. Bill W. and Peter will co-ordinate to take some corrective action.
- c. Correspondence to Bennett Bay Waterworks District (“BBWD”) approving the plan to remove several danger trees. Stephen Henderson, CRD Real Estate Manager confirmed the removal of the fallen trees and slash is the responsibility of the BBWD and they were so advised.
- d. Numerous emails and telephone calls regarding Roberto Gaudet being awarded the janitorial contract.

**MOVED** by Peter, **SECONDED** by Bill W.,  
That the MIPRC approve the award of the janitorial contract to Roberto Gaudet.  
**CARRIED**

Special dispensation was received from the CRD that Roberto could commence on October 1, 2019 without a signed contract in place. CRD is in the process of drafting the contract.

Bill W. advised we should confirm whether MIPRC or the CRD is responsible for looking after the potable water at Miner’s Bay and Dinner Bay Parks.

**7. Old Business:**

- a. Peter reported that further work on the Parks Master Plan is in abeyance until the survey process has been completed. The deadline for the online version of the survey is October 31, 2019 after which a summary of completed surveys will be prepared and presented at the next commission meeting.
- b. Report on the janitorial contract: See 6(d) above.

- c. Chair Duggan reported that David Howe recommended the sale of surplus equipment by auction and provided contact information. There was some discussion as to how the old tractor should be transported to the auctioneer. The proceeds from the sale will not be received by MIPRC as they did not pay for the tractor originally.
- d. Debra reported on the delegation's submission to the Local Trust Committee ("LTC"), Islands Trust on September 30, 2019 regarding the rezoning of the Fred and Bette Cotton Community Park. The LTC placed emphasis on the next step in the process which is contacting First Nations for their input. The planner stated it was helpful to have MIPRC's position on the application.
- e. Peter reported there were no recent updates on the Designing the Future of Mayne Island summit process.
- f. Chair Duggan and Veronica interviewed Lauren Edwards, applicant for the contract position of recording secretary for the MIPRC. Lauren recently attended a one-day training course on minute taking and has experience working in an environment requiring confidentiality.

**MOVED** by Veronica, **SECONDED** by Vania,

That the MIPRC approve the award of the recording secretary contract to Lauren Edwards and that it provides for the provision of additional administrative services.

**CARRIED**

Chair Duggan expressed concern regarding how few applicants there were for the positions advertised and the need to improve our strategies to attract more interest.

- g. Veronica clarified the protocol to monitor safety issues at the Dinner Bay Park playground. Ross Cameron, CRD Manager, Risk and Insurance, is taking a playground inspection course in December and will become a certified playground inspector. In the meantime, he will meet with Bill W. to assess the playground and develop a checklist for a monthly inspection. The inspection should be a standing item on the monthly Dinner Bay Park report and filed as a permanent record. The sign regarding playground safety will be erected this week. A superfluous rope has been removed from the zip-line.
- h. **MOVED** by Veronica, **SECONDED** by Peter,  
That the MIPRC approve a direct award to Stream Line Plumbing Ltd., Salt Spring Island for a new water treatment system for the public and library washrooms at Miner's Bay Park which is subject to CRD approval.

**CARRIED**

The CRD recommended a contingency and it was agreed that the contract include a contingency of \$2,000. Chair Duggan advised the materials have been ordered. It was agreed the library should not have to contribute to the cost given the nature of the work even though the inside washroom will also benefit from the upgrade. The Vancouver Island Health Authority requires a system which is capable of primary and secondary treatment.

## 9. New Business:

- a. Peter will organize the raising of the Kippen Road beach access stairs after October 14, 2019.
- b. The annual Commissioner's Christmas Dinner is planned for December 7, 2019 at the Bistro, Mayne Island Resort. Commissioners and their significant others are invited.
- c. Veronica reported on the Commissioner Orientation meeting in Sidney, September 13, 2019. Peter, Kris, Vania, Veronica and Debra attended. Key points noted were:
  - The overview of the CRD was informative;
  - Commission meetings should begin with a Territorial Acknowledgement;
  - The agenda and amendments are subject to posting timelines and procedure;
  - Commissioners should avoid emails to conduct business which is not always practical. There was also a discussion about Freedom of Information requests;
  - All voting must be done at a commission meeting and email does not constitute a vote.
- d. An advertisement was placed in the October MayneLiner for applications for commissioners as terms end for Chair Duggan, Peter, Veronica and Debra. Chair Duggan will be retiring. There was discussion regarding the elections which must be held in January pursuant to the bylaws.
- e. The Quilter's Guild applied to hold a quilting show including a 'Merchant's Mall' at Dinner Bay Park in July 2020. There will be participants both on and off island wanting to sell their wares. The CRD has been contacted to provide input regarding the commercial aspect of the event. Due to the large number of people it will require the use of the Lions port-a-potties. A discussion ensued as to whether a fee should be charged for the use of the park.
- f. K. Stephenson of 528 Bayview Rd. expressed concern about dead trees in Sandy Hook Park and the potential for property damage. Arborist Brian Henneberg of 'island arborist' assessed the trees and in his email dated October 5, 2019 reported the risk of damage was very low and their removal was not warranted.

**MOVED** by Chair Duggan, **SECONDED** by Kris,

That the MIPRC reviewed the report of Brian Henneberg, 'island arborist' dated October 3, 2019 and based on its recommendation, it is not necessary to remove the trees at this time.

**CARRIED**

**MOVED** by Bill W, **SECONDED** by Peter,

That an arborist inspects all pocket parks adjacent to private houses and structures for dangerous situations and reports back to the MIPRC. The frequency of future inspections will be based on the recommendation of the arborist.

**CARRIED**

Brian Henneberg in his estimate dated October 6, 2019 recommended 15 trees need to be removed and two trees pruned due to safety concerns in the disc golf area at Dinner Bay Park.

**MOVED** by Vania, **SECONDED** by Bill W.,

That Brian Henneberg, 'island arborist', be contracted to remove and/or prune the danger trees at Dinner Bay Park as set out in his estimate dated October 6, 2019 at a cost of \$1,073.63.

**CARRIED**

Bill W. reported the Disc Golf group will clean up the site of the tree removal. Discussion points regarding the Disc Golf group included:

- A donation box to help with maintenance;
- The group plant two trees for every tree removed otherwise the site will become barren and there will be fewer deer;
- A stewardship agreement with the Disc Golf group;
- Inquire whether Pender Island has an agreement with their Disc Golf group.

**MOVED** by Peter, **SECONDED** by Veronica,

That the Disc Golf group be requested to enter into a formal agreement for the maintenance and upkeep of the disc golf course and to replant two trees for every tree removed.

**CARRIED**

Chair Duggan and Bill W. will organize the implementation of this motion.

- g. Peter recused himself and left the meeting room due to conflict of interest as he is a Director of MIPATA. He left a written motion to be presented.

**MOVED** by Chair Duggan, **SECONDED** by Bill W.,

That the sum of \$5,000 shall be allocated for the development of the right-of-way from Felix Jack Rd. to Kim Rd. (License of Occupation ("LOO") application in progress) as a joint project of the MIPRC and MIPATA.

Discussion points included:

- How was the MIPRC share determined; in which budget category would the \$5,000 be allocated and in which year: 2019 or 2020;
- The need to eventually upgrade the playground equipment which is expensive;
- The LOO will take many months to obtain and therefore the request for funding was premature.

**DEFEATED**

Peter returned to the meeting room.

- h. Rob Noyes made a request to hold a wedding ceremony at Fred and Bette Cotton Community Park. There will be approximately 75 people in attendance and the time involved is approximately 1 ½ - 2 hours including set up and take down.

**MOVED** by Veronica, **SECONDED** by Bill W.,

That Rob Noyes' application for a wedding ceremony at Fred and Bette Cotton Community Park on September 5, 2020 be approved.

There was a discussion about factors to consider before granting approval for the wedding ceremony.

**MOTION WITHDRAWN**

**MOVED** by Debra, **SECONDED** by Vania,

That Rob Noyes' application for a wedding ceremony at Fred and Bette Cotton Community Park on September 5, 2020 be approved but is conditional upon meeting the conditions set out by MIPRC.

**MOVED** by Kris, **SECONDED** by Vania,

That the motion under consideration be tabled until the next commission meeting. Chair Duggan will consult with commissioners and develop a list of conditions to be met to be included as part of the motion.

**CARRIED**

Veronica departed at 4:35 pm.

**10. Treasurer's Report:**

There was no report. Jerry will present a two-month report in November, 2019.

**11. Park Reports:**

- a. Dinner Bay Park: Bill W. reported the lawn and putting green have been cut for the last time this season; the water system was being winterized and the old tractor will be sold.
- b. Japanese Gardens: Chair Duggan and Veronica met with the Japanese Garden volunteers and discussed the relationship between MIPRC and the volunteers and how to strengthen that relationship. Chair Duggan and Veronica distributed the volunteer survey. Preparations are underway to set up the Christmas lights.
- c. Miner's Bay Park: Chair Duggan reported the Notice Board roof was replaced at a cost of \$450.00. Peter recommended a work party be organized to cut back the blackberry bushes.
- d. Henderson Park/Trail Network Development: Peter reported additional signposts have been installed with the assistance of Chair Duggan; the Chu-an Trail and the Edith and Neil Road beach accesses have been raked/groomed.
- e. Village Bay Park: Peter is still having difficulty contacting Hans van Tongeren to replace the wishing well top. Several cedar trees need to be cut back and a work party organized.
- f. Cotton Park: Debra reported the lattice partitions have been installed at the back of the garden shed; new volunteer Sue Miyazaki was welcomed; a pothole was filled by MainRoads; a dead tree was removed and fall cleanup of the garden has

commenced. A summary of the sequence of events concerning the plaque to date was presented.

**MOVED** by Peter, **SECONDED** by Vania,

That a committee be struck and new wording developed to place on the boulder at Fred and Bette Cotton Community Park regardless of where the current plaque is in the manufacturing process.

**CARRIED**

Opposed: Chair Duggan

The new wording will be shared with interested parties however the general consensus was final decisions regarding permanent fixtures is up to the commission. The committee includes Vania, Kris, Debra and Veronica will be asked to participate.

12. Chair Duggan advised the Commission that the next commission meeting was scheduled for Thursday, November 14, 2019 at 3:00 pm at the Library.

13. **Adjournment**

**MOVED** by Kris, **SECONDED** by Vania,

That the meeting be adjourned at 5:05 pm.

**CARRIED**

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**CHAIR BILL DUGGAN**

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**Date**

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**DEBRA BELL, Recording Secretary**



TREASURER'S REPORT SEPTEMBER 13 TO OCTOBER 10, 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	Expenses Sep 13 to Oct 10	Remaining Budget
Dinner Bay	12,000	250	3,464	2,985	712	1,239	950	2,900
Miner's Bay	10,900	0	3,023	1,530	450	1,025	1,450	3,422
Cotton	10,700	0	811	3,812	735	249	392	4,701
Village Bay	7,000	660	456	559	2,212	2,592	152	1,689
Henderson	5,000	0	450	450	150	171	150	3,629
Trails Network	8,000	0	670	239	90	0	53	6,948
CRD Charges	10,000	0	2,182	2,198	1,652	920	510	2,538
All Other Expenses	16,700	0	4,038	4,385	1,939	2,606	1,968	1,764
<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>5,625</b>	<b>27,591</b>
<b>(B) DONATED FUNDS</b>								
	<b>Opening Balance</b>							
Japanese Garden	14,582	8,585	941	2,147	0	931	157	18,991
Putting Green / Disc Golf Course	1,452	55	0	0	0	0	0	1,507
	<b>Opening Budget</b>							
<b>(C) RECREATION FUNDS</b>	32,825	1,645	755	1,468	1,145	25,942	780	4,380
<b>(D) CAPITAL RESERVE (UNALLOCATED)</b>	99,433	5,174	7,000	0	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	1,117	1,294
Christmas Tree Impr CX.069.2010.66	1,072	0	0	0	0	0	0	1,072
Cotton Monument CX.109.2008.66	0	7,000	0	750	0	1,567	0	4,683